

**REGULAR CAUCUS MEETING  
OF THE COUNCIL OF THE CITY OF BROOK PARK, OHIO  
TO BE HELD ON TUESDAY, MARCH 12, 2019**

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, STEMM, MENCINI, POINDEXTER, SALVATORE**

Also in attendance were Finance Director Cingle, Assistant Director Healy, Economic Development Commissioner Adams, Recreation Director Elliott, Mayor Gammella, Law Director Horvath and Engineer Piatak (7:20 p.m.).

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**APPROVAL OF MINUTES OF PRECEDING MEETINGS:**

1. REGULAR CAUCUS MEETING HELD ON FEBRUARY 12, 2019.

**Motion** by Mr. Mencini, supported by Mr. Poindexter, to approve as printed.

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

**NAYS:** None. The motion carried.

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**DISCUSSION:**

1. REQUEST APPROVAL FOR A CONDITIONAL USE PERMIT AT 5726 WEST 130<sup>TH</sup> STREET LOCATED IN THE U4-A3 ZONE TO OPERATE PORSCHE AUTOMOTIVE SERVICE/REPAIR SHOP. **Received from the Planning Commission March 19, 2019. In attendance: Mr. George Wojnowski - Proposed Business Owner.** A

Mr. Adams stated that Mr. Wojnowski and Tom Gorsuch want to build a new business on West 130<sup>th</sup> Street, former Praxair building.

Mr. Salvatore stated on the drawing it shows a display area, what will be displayed?

Mr. Gorsuch responded after the vehicle is restored it will be waiting for the customer to pick up in that little showroom.

Mr. Salvatore asked if the property is being purchased or leased?

Mr. Gorsuch responded purchasing the property.

Mr. Poindexter stated asked roughly how many employees will be working?

**Discussion: cont.**

Mr. Gorusch responded hopefully three technicians, they are hard to come by, but hopefully three; I will be in the office and office personnel.

Mr. Poindexter stated in the business plan it states that your part of the Porsche Group.

Mr. Gorusch responded I'm President of the Northern Ohio Porsche Group.

Mr. Poindexter asked will this business just service that group or any Porsche owners?

Mr. Gorusch responded all Porches.

Mr. Poindexter asked if there are any projections on revenues in the first year, three years or five years?

Mr. Wojnowski responded that hasn't been thought about that and would have to put pencil to paper, there is a lot of money being invested and hope to recoup all that money. I started working with Porsche in 1976 and have a good reputation in the area and in this part of the country.

Mr. Poindexter stated with the remodel layout will Sciarappa Construction performing all the work?

Mr. Wojnowski responded yes, most of it.

Mr. Orcutt asked how long have you been partners or is this your first venture.

Mr. Wojnowski responded this is our first venture together.

Mr. Orcutt asked for the cost of the renovations of the building?

Mr. Wojnowski responded over \$300,000.00.

Mr. Mencini stated in the general area there is an exquisite repair facility that has much success and hope your business has the same outcome.

Mr. Salvatore asked for the income projections that will be coming to the city.

Mr. Wojnowski responded we are in the process of hiring Porsche technicians that can earn \$60,000 minimum x three technicians.

Mr. Salvatore asked Mr. Cingle to work on those projections for a rough idea.

**Discussion: cont.**

Mr. Cingle commented if three technicians are earning \$60,000 that comes to \$180,000 total payroll for technicians equals \$3,600,000 city income tax. If half-million payrolls, then it's \$10,000 income tax.

Mr. Burgio asked what is the timeline on the renovations?

Mr. Wojnowski responded probably three months, the sewer issue is slowing that down.

Mr. Vecchio asked there will be mechanical done will there also be collision?

Mr. Wojnowski responded the restoration, paint and body work would go elsewhere?

Mr. Vecchio asked will you be doing more classic or more of the newer?

Mr. Gorush responded I specialize in the older cars but my training from Porsche goes up and will be everything. One of the technicians that we're trying to get on board is a young man that worked at Penske a few years ago.

**Motion** by Mr. Salvatore, supported by Mr. Mencini, to have necessary legislation drafted.

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

**NAYS:** None. The motion carried.

2. CUYAHOGA COUNTY SOLID WASTE DISTRICT MANAGEMENT PLAN UPDATE.

Mr. Vecchio stated this is a periodic update that includes cost changes from the waste management district.

Mr. Stemm commented the only notice was a \$.50 increase?

Mr. Vecchio concurred.

**Motion** by Mr. Salvatore, supported by Mr. Poindexter, to have necessary legislation drafted.

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

**NAYS:** None. The motion carried.

**Discussion: cont.****3. 2019 BUDGET**

Mayor Gammella stated this budget took a great deal of work and is absolutely what this city must have to run this city for the next year. All departments were cooperative and also with the great deal of monies going into the roads program. I'm asking Council to pass this budget and will say there are a lot of big and great things happening this year.

Mr. Cingle stated the key budget points and move to the 2018/2019 Street Improvement Fund analysis, requested by Councilman Scott, the go through the new revenue and appropriation packets. The January 1, 2019 fund balance was a little over \$5 million-dollars, the fund-balance reserve policy calculation for 2019 is a little over \$4.3 million-dollars. On the revenues the total projected general fund revenues for 2019 are approximately \$22.1 million-dollars. The income tax projection for 2019 is \$19.5 million-dollars which is down roughly five-percent (5%) from the actual 2018 collections of nearly \$19.6 million-dollars. Looking at a few of the sectors this year is in negotiations it is a contract year for Ford Motor. In years past when contracts were settled if employees receive a sign-in bonus for example. That payment was usually made in December meaning the city would not see the income tax generated until January of the following year. The aeronautic sector is up approximately two-percent (2%) cost of living increase; then court, mediation and compliance. In 2018, the city collected nearly \$52,000 in tax court and another approximately \$82,000 in compliance. The staff in the tax department does a great job in sending out letters of non-compliance and turning into cases that go to tax court; this has been budgeted down slightly lower in 2019 due to a lower number of cases. In the non-profit sector we are forecasting that down 9.5% due to mainly the closing of Ford Middle School. Tax split will remain the same at 80/20 (80% to the General Fund and 20% to the Capital Improvement Fund. Almost \$16.6 million-dollars will be transferred to the General Fund and a little over \$2.8 million-dollars will be transferred to the Capital Improvement Fund. Property tax revenue for 2019 is estimated at \$1.6 million-dollars, that is an increase of approximately 5.3% above the amount collected in 2018 of \$1,531,000 and change. As everyone is aware 2018 was a reevaluation year so the increase in the property tax collections were mainly driven by the reevaluations performed by Cuyahoga County. Court costs and fines in 2018 and 2017 were \$512,687,000 respectfully. Talking to the police chief the 2019 figure of \$515,000 that is roughly a flat number compared to 2018. The parking fee revenue projected a little short of \$996,000 and that revenue will continue to be accounted for in the General Fund.

Mr. Mencini with the property tax increase due to county assessments; do you see that being an increase next year and continuing each year?

**Discussion: cont.**

Mr. Cingle responded I would say any increase would be minimal; every three years the county does an analysis of the assessed values of properties. This past year was the reevaluation year meaning a full reevaluation. The city's number in total was around \$160,000 total increase from what was collected in 2018; projected to be collected in 2019, any increase would be minimal.

Mr. Mencini with the projected income tax revenues that will continue to go down?

Mr. Cingle responded that's a moving fluid amount each year and a lot depends on what happens with the Ford Motor contracts. If there are buyouts there will be a little bit of a spike initially. Then if those jobs are filled past experience has been those jobs are filled at a much lower wage. If that's the case, moving forward, absent new jobs at Ford Motor the automobile sector would probably decrease.

Mr. Mencini asked with the 2019 court costs and fines how did you and the police chief come up with that estimate?

Mr. Cingle responded looking at the estimated/actual revenue worksheet the court costs and fines dropped considerably from 2016 through 2018. Police Chief Dickel has some plans to try and increase the revenue generated for both the court and fines. I'd rather be conservative and the projections come in higher that helps the figures moving forward.

Mr. Salvatore with the forecasted parking fee revenue of \$995,600 that is based on the parking space renewal fee.

Mr. Cingle responded yes, and it's projected up this year because of the Boss-Go-Karting entering the parking business.

Mr. Salvatore asked what was the last time those parking spaces were analyzed these operations have? During the economic downturn a lot of these parking lots weren't utilizing all their spaces and the city gave them reprieve. When was the last time a space count was done for the number of spaces utilized?

Mr. Cingle responded not sure of the date but will ask Building Commissioner Hurst when was the last time.

Mr. Salvatore asked what is the per space fee currently?

Mr. Cingle responded I will get that, don't want to misquote a figure.

**Discussion: cont.**

Mr. Stemm out of curiosity, a lot of businesses do a cash on hand for survival. If we didn't generate another dollar in the city what is our cash on hand situation? How long would the city be able to operate?

Mr. Cingle responded looking at it from the General Fund perspective if the \$22.1 million-dollars was collected and spent the entire \$22.8 million-dollars; that would leave the city with a fund balance of \$4.3 million-dollars. Not looking at any other funds this is only the General Fund. The city is spending about \$1.8 to \$1.9 million-dollars and move some transfers around the city has over two-months of operation capacity; if monies were brought in from other funds that number would improve.

Mr. Cingle moved onto the Expenditures key budget points. The 2019 proposed appropriations include encumbrances moved forward from 2018 is approximately \$22.8 million-dollars. The proposed transfers out of the General Fund are as follows: \$200,000 to the Economic Development Fund, \$40,000 to the Waterpark Fund, almost \$221,000 to the General Bond Retirement Fund, \$250,000 to the 2018-2019 Street Improvement Fund, \$300,000 to Retirees and Accrued Benefit Fund, \$530,000 to the Police Pension Fund and \$680,000 to the Fire Pension Fund. The total compensation packages would be salaries and benefits equals roughly \$15.8 million-dollars. The police and fire departments account for approximately \$10.1 million-dollars of the total General Fund appropriations of \$22.8 million-dollars, equaling 44%. The Service Department accounts for nearly \$4.6 million-dollars of the \$22.8 million-dollars, roughly 20%. In summary the General Fund revenues are projected at \$22.1 million-dollars, expenses including encumbrances are \$22.8 million-dollars. One of the main points in the budget is the fund balance reserve policy is met. Mr. Cingle highlighted the major expenses for the Economic Development Fund. Senior Services proposed budgeted at \$250,000, the legislation Council approved for BJAAM is \$148,011 and \$80,000 proposed for any economic development grants.

Mr. Salvatore likes the way Mr. Cingle highlighted the fund balance reserve policy being met in both the key budget points and presentation, probably one of the most important factors in this budget.

Mr. Scott stated with the recent government shutdown how much was the city losing per month; potentially coming out of the General Fund if the shutdown prolonged.

Mr. Cingle responded the city collects a little over \$400,000 monthly.

Mr. Scott clarified if that would have prolonged the city would have to go into cash reserves.

Mr. Cingle concurred and stated to pay funds.

**Discussion: cont.**

Mr. Mencini with the expenditures proposed transfers, with the General Bond, Police and Fire transfers we don't have much say on them, correct?

Mr. Cingle responded no.

Mr. Mencini stated the \$200,000 to the Economic Development Fund what does that incur?

Mr. Cingle responded that will help pay for the proposed appropriations outlined in the Economic Development Fund; Senior Services and Economic Development Grants.

Mr. Mencini asked the \$40,000 for the waterpark will incur?

Mr. Cingle responded that assists in the operation of the waterpark, the waterpark is not self-sufficient. The expenses, salaries, repair and maintenance and other operating expenses exceed the total revenue collected. In order to reconcile a balance a transfer to the waterpark fund from the general fund is needed.

Mr. Mencini stated the \$250,000 for the 2018-2019 Street Improvement Fund that will incur for the Sheldon, Holland and Smith Roads?

Mr. Cingle responded that will go into Fund 545 to pay for this year's roads program.

Mr. Stemm to follow-up with a previous question about the cash on hand. I was hoping that we would be closer to five or six months. With the loss of Ford Middle School revenue how close would we have been with that?

Mr. Cingle responded that one impacted considerably. If you look in the Admissions Fund, Hotel/Motel Tax Fund and Insurance Fund and looking at not collecting any revenues. We had these discussions with the rating agencies when we issue debt and show them through Council-matic action what funds would be available. In the case of a slowdown with one of our major employers for example. We bring those in and it helps with our bond ratings. I just highlighted the General Fund and didn't look at the other funds.

Mr. Poindexter stated in the Economic Development Fund it says \$250,000 for senior services. Does that include the HMAP (Home Maintenance Assistance Program)?

Mr. Cingle responded no, it does not the HMAP program.

Mr. Poindexter there will be no HMAP program for this year?

Mr. Cingle there have been no dollars appropriated for that program for 2019.

**Discussion: cont.**

Mr. Salvatore, I would like to see some money put into that fund because I do have something coming forward to get that program started again. Under a different format of a 50/50 split with the residents. Hopefully, we can find \$50,000 or \$100,000 to do that with.

Mr. Vecchio asked what the \$200,000 in Economic Development Fund encompass?

Mr. Cingle responded that will assist in paying for senior services, there has been some growth over the past few years; more senior taking advantage of the grass cutting and snow removal. This will assist in paying for those two services along with economic development grants.

Mr. Cingle stated Councilman Scott asked me to perform an analysis on the 2018-2019 Street Improvement Fund. Mr. Healy did most of this analysis so I'll begin and Mr. Healy can fill any information that I may have missed. Looking at the Sheldon Road contract we met with the city engineer this afternoon to finalize a few of these figures. The Sheldon Road project will be undertaken with the City of Middleburg Hts. and the way we have this analysis shown is by description, what was encumbered in 2018 that rolled forward, along with the projected and some numbers are firm for the 2019 appropriation. The total cost in 2019 is a little bit shy of \$957,000 split 50%-50% between the Cities of Brook Park and Middleburg Hts.; each community is responsible for almost \$478,500. Of that total dollar amount, \$250,000 is coming from a grant to be received from Cuyahoga County. Then the balance from there gets split with Middleburg Hts. would pay Brook Park a little bit over \$353,000. We need to make a change to the appropriations because the city engineer informed me that Brook Park is going to be the lead agency and will be paying for all of it; then reimbursed by the county and Middleburg Hts. I thought Middleburg Hts. was going to pay their portion and we would pay our portion and that's why a new revenue and appropriations packet was provided tonight.

Mr. Salvatore stated with that \$250,000 grant do both cities benefit for that grant?

Mr. Cingle responded both cities will benefit from the grant.

Mr. Orcutt stated that is through the county's 50-50 road program and can only get one grant in the amount of \$250,000 a year.

Mr. Piatak clarified if Mr. Orcutt is leaning towards the Smith Road project?

Mr. Orcutt responded I was leaning towards if each community is able to get \$250,000?

**Discussion: cont.**

Mr. Piatak responded it's a project, the \$250,000 is for a project and with the road split between two communities; it just happens that both Brook Park and Middleburg Hts. gets half those monies.

Mr. Cingle continued the Holland Road, contract 1805, the total amount of that project in this year's budget is a little shy of \$2.5 million-dollars. The city will be receiving a OPWA (Ohio Public Works Association) grant in the amount of \$142,000 and also a public works loan of a little bit over \$494,000 with the balance of the project paid by the city.

Mr. Poindexter stated a bid package was received today from several contractors and the engineer recommending Catts Construction with a bid of \$2.7 million-dollars, lower than the cost. What did that do for the street improvement fund and will those monies be utilized elsewhere?

Mr. Cingle responded that contract will be awarded at the next Board of Control and that money will stay in the 2018-2019 street improvement fund. The city still has two other contracts that have to be bid and reviewed. The Sheldon Road and West 150<sup>th</sup> Street projects and hopefully those will come in less than the engineer's estimates. Leaving excess monies in Fund 545 and are waiting to see what happens with those two contracts before appropriating, spending or transferring dollars out. Mr. Cingle continued with the West 150<sup>th</sup> Street project, contract 1801, with the total amount in this year's budget little over \$1.7 million-dollars with the city receiving a grant from NOACA (Northeast Ohio Area-wide Coordinating Agency) of almost \$561,000 and a Cuyahoga County grant of \$250,000; totaling revenue of \$811,000 and change, with the balance being made up with city funds.

Mr. Orcutt asked when will the funds be collected for the \$250,000?

Mr. Piatak responded initially, it was my understanding with the county that the city could not have two projects in the same year; Sheldon Road and Smith Roads. It was later clarified that the city couldn't request reimbursement during the same calendar year. So with the timing of the Smith Road project that reimbursement would probably not go through until 2020; so 2019 would be the Sheldon Road project and 2020 would be the Smith Road project.

Mr. Poindexter asked Mr. Piatak is that the reason that Smith Road project is going to be delayed?

Mr. Piatak responded yes, after receiving clarification about Smith Road and the funding they said if you want to do it this year, go ahead, with the reimbursement going through early next year.

**Discussion: cont.**

Mr. Cingle continued with the West 130<sup>th</sup> Street project the estimated construction contract Brook Park's portion is \$180,250.00. The 2018 crack-sealing was appropriated by Council last year and the encumbrance rolled forward from 2018-2019 by a little bit over \$159,000, that is included in this year's budget. The 2019 crack-sealing, my understanding, on the west-end of the city with an estimated cost of \$280,000. The county will pay through a grant nearly \$123,000 with the balance made up by the city.

Mr. Mencini commented with the crack-sealing project and those monies going to the west end of the city. There isn't much money in the fund but at some point, maybe at the end of the year, maybe we can look at more money for crack-sealing of other streets.

Mr. Salvatore stated to Mr. Piatak, the crack-sealing program for 2018 and 2019 have all the areas been identified?

Mr. Piatak responded the 2018 project is complete and can provide a map of the streets done and streets that we didn't get to that were on the list. The 2019 crack-sealing is unique and a program through the county with them paying for the crack-fill material but only on county roads. When the city applied to the county for grant money for the material we tried to look at an area of town that didn't have anything going on and were county roads, I can provide a list of roads identified in the 2019 application to the county.

Mr. Salvatore asked if every road was identified in the county's jurisdiction and did the city get them all?

Mr. Piatak responded the city did not get them all of the county roads eligible under that program. The thought was to apply for these roads this year and then next year apply for some of the other ones and work the way through the community under that program for the eligible streets.

Mr. Cingle commented there is correspondence, per Councilman Salvatore's request, from the Mayor to the county executive. Outlining the roads and materials funded for the six projects; two on Cedar Point Road, one on Grayton Road, one on Ruple Road and two on Sheldon Road; copies will be submitted to Council. Mr. Cingle continued submitted earlier tonight to Council was an update to the Actual/Estimated Revenue with the only change will be on page 8 under the 2018-2019 Street Improvements Fund. Bringing in the reimbursement from Middleburg Hts. and then the Middleburg Hts. portion of the county grant. Since Brook Park is the lead agency they will account for the entire project. On the appropriations side the only change will be on page 16 in the 2018-2019 Street Improvements Fund accounting for Middleburg Hts. portion of the project.

**Discussion: cont.**

Mr. Salvatore thanked Mr. Cingle for a great presentation.

Mr. Cingle complimented Mr. Healy for all his hard work.

Mayor Gammella thanked Mr. Cingle, Mr. Healy, Mayor’s Executive Assistant, D’Amico and Councilman Scott for working together as a team on tonight’s budget.

Mr. Salvatore recommended beginning the next Caucus meeting at an earlier time for any questions that may arise with the budget.

Mr. Vecchio polled Council on a beginning time of one-half hour or one hour for the next Caucus Prior to meeting. Unanimously the next meeting will begin one-half hour earlier to include the budget.

**Motion** by Mr. Stemm, supported by Mr. Scott, to begin the next Caucus Prior to meeting one-half earlier, 6:30 p.m.

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

**Motion** by Mr. Mencini, supported by Mr. Salvatore, to place the budget on the March 19<sup>th</sup> Caucus Prior to agenda.

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

**Motion** by Mr. Scott, supported by Mr. Stemm, for all department heads to attend the March 19<sup>th</sup> Caucus Prior to meeting.

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

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**SERVICE COMMITTEE - CHAIRMAN, ORCUTT:**

1. AN ORDINANCE AUTHORIZING THE MAYOR TO CONTRACT FOR THE NECESSARY CONSTRUCTION ADMINISTRATION SERVICES, CONSTRUCTION OBSERVATION SERVICES AND CONSTRUCTION TESTING SERVICES FOR THE HOLLAND ROAD RECONSTRUCTION PROJECT AND DECLARING AN EMERGENCY. Introduced by Mayor Gammella.

**Motion** by Mr. Burgio, supported by Mr. Mencini, to place on the next Council agenda.

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

**Service Committee - Chairman, Orcutt: cont.**

- 2. AN ORDINANCE AUTHORIZING THE MAYOR TO ADVERTISE FOR BIDS AND ENTER INTO CONTRACT FOR THE SMITH ROAD RESURFACING PROJECT (PID 108950) AND DECLARING AN EMERGENCY. Introduced by Mayor Gammella.

**Motion** by Mr. Salvatore, supported by Mr. Mencini, to place on the next Council agenda.

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

- 3. A RESOLUTION AUTHORIZING THE MAYOR TO ADVERTISE A REQUEST FOR QUALIFICATIONS AND PROPOSALS FOR CONSTRUCTION MANAGEMENT SERVICES IN CONNECTION WITH THE SMITH ROAD RESURFACING PROJECT (PID108950) IN THE CITY OF BROOK PARK AND DECLARING AN EMERGENCY. Introduced by Mayor Gammella.

**Motion** by Mr. Mencini, supported by Mr. Salvatore, to place on the next Council agenda.

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Mr. Stemm commented that the legislation goes from Section 3 to Section 6.

Mrs. Horvath stated those typos' will be corrected.

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

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EXECUTIVE SESSION - Mayor Gammella

- 1. PURCHASE AND/OR SALE OF PROPERTY

**Motion** by Mr. Mencini, supported by Mr. Poindexter, to go into Executive Session.

**ROLL CALL: AYES:** Mencini, Poindexter, Salvatore, Stemm, Orcutt, Burgio, Scott  
**NAYS:** None. The motion carried at 8:00 p.m.

In attendance: Members of Council, Mayor Gammella, Law Director Horvath, Finance Director Cingle and Recreation Director Elliott.

**Motion** by Mr. Burgio, supported by Mr. Mencini, to go back to the Regular Order of Business.

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

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

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

Council President Vecchio declared this meeting adjourned at 8:42 p.m.

RESPECTFULLY SUBMITTED *Michelle Blazak*  
Michelle Blazak  
Clerk of Council

APPROVED *April 9, 2019*

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

4,292 words

