

**SPECIAL COUNCIL MEETING
OF THE COUNCIL OF THE CITY OF BROOK PARK, OHIO
HELD ON MARCH 30, 2021**

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

SCOTT, SCHMUCK, ORCUTT, TROYER, MENCINI, POINDEXTER, SALVATORE

Also in attendance were Law Director Horvath, Mayor Gammella, Finance Director Cingle, Assistant Fire Chief Johnson, Fire Chief Maund, Service Director Garner, Building Commissioner Hurst, Engineer Piatak and Assistant Finance Director Healy.

REMARKS FROM THE AUDIENCE ON SUBJECT MATTER ON THIS AGENDA ONLY:

No one came forward.

SECOND READING OF ORDINANCES AND RESOLUTIONS:

1. ORDINANCE NO. 11187-2021, TO PROVIDE FOR THE APPROPRIATIONS OF THE CITY OF BROOK PARK, STATE OF OHIO, FOR FISCAL YEAR ENDING DECEMBER 31, 2021. Introduced by Mayor Gammella.

Motion by Mr. Mencini, supported by Mr. Poindexter, to go out of the regular order of business to hear from the department heads.

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

Mr. Mencini thanked Mr. Maund and Mr. Johnson for coming, obviously, the fire department has \$137,000.00 in capital for the budget. What are the emergency repairs in the amount of \$14,000.00 is that petty cash?

Mr. Maund deferred to Mr. Johnson for responses.

Mr. Johnson asked if Council received the updated budget for the fire department?

Mayor Gammella responded no, they did not, I just received it.

Mr. Mencini asked Mayor Gammella what is Council missing?

Mayor Gammella responded it came to my attention after speaking with the fire chief and assistant fire chief there are two glaring needs. One being the scuba tanks the firefighters wear when entering a fire along with airbags that are absolutely essential for operation. It's an additional \$325,000.00 for the scuba tanks and \$26,000.00 for the airbags.

Departments Heads: cont.

Mr. Johnson stated the airbags the department has are in catastrophic failure, with one airbag blowing up on a rescue last week on Smith Road, no injuries. Subsequently, after doing further research and looking at other bags they are long-past the life expectancy and manufacturers' recommendation for keeping in service, the department had to take them out of service. One set of the bags was purchased in 1994 and the other set purchased in 2002, the life expectancy per manufacturer is 15 years. The air packs are the SCBA self-attained breathing apparatus that firefighters use to fight fires. Those packs are 17 years old, purchased in 2004, and the department currently has five that are out of service and unable to get parts. The packs are manufactured by Scott Breathing Air with basically all five packs out of service being used for parts. There is a computer-board inside the packs that are no longer manufactured. In addition, to the five packs out of service there are also eight additional that are have cracks along the sides. These eight packs are battery operated with an electronic control board inside and where the batteries are inserted is where the cracks are along the sides and eventually will go bad; once water gets into the computer boards. The department is in need of replacement of the SCBA air packs.

Mr. Mencini stated this Council will always be safety first and reiterated where the \$14,000.00 emergency repairs, what is that for at the station?

Mr. Johnson responded what I've done on the updated budget is the department actually eliminated that \$14,000.00 for emergency repairs. On the updated budget the department has \$10,000.00 fuel reporting; \$61,065.00 rescue tools i.e. jaws of life that are in the same predicament as the SCBA units. These rescue tools were purchased in 2004 and far beyond life expectancy. There is \$5,000.00 for fire hoses and nozzles and have eliminated the \$20,000.00 for the microfiche equipment. That is not as important as the \$26,000.00 new air bags. There is \$5,000.00 outdated furniture; \$19,935.00 hydrant repairs with the final of \$325,000.00 for SCBA units.

Mr. Mencini clarified the hydrant repairs is done annually?

Mr. Johnson responded yes, if vehicles hit hydrants the department must repair them; the fire department maintains the hydrants on a yearly basis.

Mr. Troyer asked Mr. Johnson to go through the numbers.

Mr. Johnson responded \$10,000.00 fuel reporting; \$61,065.00 for rescue tools; \$5,000.00 for fire hoses and nozzles; \$26,000.00 for the air bags; \$19,935.00 hydrant repairs; \$325,000.00 for SCBA units; \$5,000.00 outdated furniture.

Mr. Troyer asked for a total of the increases?

Department Heads: cont.

Mr. Cingle responded \$315,000.00 increase on top of the \$143,457.40 that is listed in the legislation. On page 3 of capital under fire department the proposed appropriation is \$143,457.40 and the amendment would be to add \$315,000.00 for a total of \$458,457.40. There would be another amendment proposed in Sewers & Drains currently at \$826,995.30 and would be reduced by \$315,000.00 totaling \$511,995.30 that would come out of the pump stations, control panels and pumps. Speaking with Mr. D'Amico and Mr. Garner today that will be done in two phases with appropriating \$360,000.00 and appropriate the balance needed. This year started at \$375,000.00 and will probably be \$315,000.00 or less.

Mr. Salvatore asked all these changes discussed came up today?

Mayor Gammella responded yes, when speaking with both the fire chief and assistant fire chief.

Mr. Orcutt asked Mr. Cingle for clarification of the \$315,000.0?

Mr. Cingle responded the \$315,000.00 is coming from looking at the itemized capital list provided by the Mayor's office. In Fund 429 - Sewers & Drains under Pump Stations, Control Panels and Pumps that figure originally was \$675,000.00. The current proposal is to reduce that to \$360,000.00, reducing by \$15,000.00; to make the purchase for the SCBA units.

Mr. Orcutt asked Mr. Johnson how many tank units will the department be receiving for that cost?

Mr. Johnson responded it is a total of 28 SCBA units.

Mr. Orcutt asked what the life expectancy is for the units?

Mr. Johnson responded life expectancy is 15 years.

Mr. Orcutt continued how often are those units purchased. Is it normal for the department to purchase a few every year?

Mr. Johnson responded the last time these units were purchased all together was in 2004. The department does upkeep with the bottles after hydrostat testing are only good for a certain number of years; the replacements are kept up of the bottles and occasional replacement of parts and masks to them. The overall issue the department has is units cannot be mix and match units together. They need to be all the same for compatibility and timely of operation between each individual firefighters.

Department Heads: cont.

Mr. Mencini thanked the fire chief and assistant fire chief for coming with the very informative big news. Mr. Mencini continued with Building Commissioner Hurst. With the department's capital budget of \$78,000.00 the computer software and building is dated as well as the animal warden in the same location, all could be upgraded.

Mr. Hurst stated the department has seven capital items on the list for this budget; one being the computer server. The department's server is outdated, old and at some point was high-jacked at city hall. Due to running out of room and storing on our server, therefore, the need is to upgrade and get one server that is needed to hold to full capacity. There is also a need for a new software system which is the biggest for the department and that is the I-Works software system that will show gain and efficiency in managing permits, planning & zoning, licensing, code enforcement, and inspections in a centralized system, instead of being in various locations. The workflow of the department will be streamlined through this and allow the public to access to apply and pay for permits online. The current software program being used is a reporting software only, purchased a little over 19 years ago. The software is not a real building department software program more of a reporting software; not a lot of tracking and coordination with it. With the laptops the building department personnel have been working from home during COVID-19 and anticipate this being needed in the future to be able to work remotely. When personnel were working from home last spring employees were using personal computers and don't like putting city information on personal computers.

Mr. Mencini asked if the laptops would also be used by inspectors when out on site?

Mr. Hurst responded the inspectors out on site have tablets used for inspection purposes but are unable to access information from their desktop computers at the office. The next item is a blueprint scanner with the biggest problem the department has is running out of space for documents and blueprints. The department is trying to go electronically more and more, not as easy as it sounds. The department has a lot of blueprints that have to be stored and maintained permanently and some up to five or seven years; to store all those drawings in paper takes up a lot of room. If able to scan onto the server, the paper would no longer be necessary due to having a full set of digitalized drawings. This is something not only used by the building department but also by the fire department and fire inspector use of blueprints. The next is a Currier box for the drop-off of permit applications, blueprints, Federal Express packages after hours or on the weekends. The last item is the webcam for office computers for Zoom meetings, the department doesn't have the ability to have Zoom meetings with businesses, contractors, architects, etc. due to no cameras on the office computers.

Department Heads: cont.

Most importantly is the I-Works system will move the building department into the next century dealing with paperwork and permits.

Mr. Troyer asked Mr. Hurst with the webcams wouldn't have the laptops have cameras, couldn't they be used?

Mr. Hurst responded yes, if they wanted to turn their laptops on with their desktops. The laptops, unfortunately, aren't something that is looking to be used from the office every day; more for working remotely or working from the vehicles.

Mr. Troyer continued about four or five years ago, the latest and greatest, software was purchased. Was that ever purchased or what is the situation?

Mr. Hurst responded no, when speaking on the software the last time around, the department wasn't able to obtain the capital funding for that. Numerous years back the department purchased through the current Franklin system being used; so property maintenance inspector and or inspectors could take pictures in the field.

Mr. Vecchio asked would it be more beneficial for the service department to go with docking stations for laptops and continue using monitors instead of desktops, to allow for portability?

Mr. Hurst responded could be, the principal is employees are supposed to be at work doing their jobs. Then all of a sudden we are unable to get to work for some reason, not due to sickness, but something goes wrong i.e. COVID-19. Employees have to get to the office and bring home the equipment this is the reason for the laptops to have access all the time. Not opposed to either or it's whatever would work best for employees is fine with me.

Mr. Vecchio commented just asking because the price range is in the same area. Looking at the numbers it's warranted just trying to figure out for efficiency purposes for the department, understand both for as much as the department has going on with the few people and how business is handled don't have an issue. Just a question to see if may be it would work better for you and it could be more expensive than what you're asking for.

Mr. Hurst responded the big key is for the department to be as mobile as possible as quickly as can be and be efficient in what we do. Might work for the two employees that are office staff all the time to be able to take that docking station. Coming back and forth to the office and hooking back up is kind of a nightmare but can be looked at.

Department Heads: cont.

Mr. Poindexter commented the amount listed for webcams is \$350.00, that's pretty marginal at this point.

Mr. Vecchio concurred.

Mr. Mencini thanked Mayor Gammella for bringing all the directors, much needed, shows residents how the departments are running, what is needed and how monies are being spent.

Mr. Troyer stated to Mr. Garner are there any updates with the figure of \$48,000.00 for three man-doors. Are these numbers reversed was building improvements supposed to be higher than the \$8,090.00?

Mayor Gammella responded to Mr. Troyer, you are absolutely correct that was for other maintenance in the buildings such as a door behind city hall by the finance department, other building doors is correct.

Mr. Troyer clarified building improvements is \$48,000.00 and three man-doors is \$8,000.00.

Mayor Gammella concurred.

Mr. Orcutt stated to Mr. Garner, when going to capital for sewers and drains the reduction of the \$315,000.00 from that line-item. Obviously, safety for firefighters is the utmost importance, can't have improper equipment. But, looking at what was disbursed through 2018 and 2019 there is a figure of \$100,000.00 plus a little. How is this going to negatively impact the service department budget and the plans for 2021?

Mr. Garner responded these were for upgrades for the stations that are all working, these were storage chambers, they are all working but the equipment is below grade. The intent was to raise the electrical out of the pits so they don't get wet when the city floods or gets an excessive amount of rain. That has been experienced several times, therefore, panels must be replaced. While it looks nicer from the street to not see these cabinets they do perform a function by staying clean and dry on a pole. They were on a pole several years back and then were put in the ground that now seems to be the worse of two evils. Doing this in phases to accommodate other departments needs will outweigh some of the service department needs. Not being negative to the stations needs or department needs but feel that is a good give up.

Mr. Orcutt continued at this point, you don't see being an issue with any of the stations. The city will be able to do what is normally done just won't make all the

Department Heads: cont.

upgrades as planned, correct?

Mr. Garner concurred.

Mr. Troyer stated to Mr. Garner, along those lines and understand, my understanding is these upgrades is to make the electronics safer as well as supposed to be remotely monitored, correct?

Mr. Garner responded yes, there is some monitoring that will be put in these along with alarms that's yet to be designed and activated; working off of quotes from 2009 that were never put in place. The quotes will have to be redone and are being entertained currently with trying to look at as many upgrades for monitoring, alarming and anything possible that will fit.

Mr. Troyer continued thinking about doing this halfway instead of all done and being monitored at the same time. Is it worth it to do half or do the whole project by figuring out a way, to get it done correctly and to the full working ability. Would it be better to wait until the whole project can be completed or would it help to have half?

Mr. Garner responded in a perfect world it would be nice to just step up and do it all but the concessions are healthy enough to be done this way and will achieve the same goal. Looking at the phase two portion of this next year will certainly will be part of this as well.

Motion by Mr. Mencini, supported by Mr. Scott, to go back to the regular order of business.

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

SECOND READING OF ORDINANCES AND RESOLUTIONS:

1. ORDINANCE NO. 11187-2021, TO PROVIDE FOR THE APPROPRIATIONS OF THE CITY OF BROOK PARK, STATE OF OHIO, FOR FISCAL YEAR ENDING DECEMBER 31, 2021. Introduced by Mayor Gammella.

Mr. Cingle provided the following amendments to be made.

Motion by Mr. Troyer, supported by Mr. Orcutt, to amend page two of the appropriation ordinance Fund 240-line item 425-S.C.M.R. to amend \$.99 to \$.39 under total appropriation.

ROLL CALL: AYES: Troyer, Orcutt, Schmuck, Scott, Salvatore, Poindexter, Mencini
NAYS: None. The amendment carried.

Second Reading of Ordinances and Resolutions: cont.

Motion by Mr. Poindexter, supported by Mr. Mencini, to amend the Fund 413-Fire Department current total at \$143,457.40 the proposal to purchase the SCBA units would be to increase that figure by \$315,000.00 for a new total of \$458,457.40. The next amendment would be in Fund 429-Sewers and Drains reduce the total shown in the amount of \$826,995.30 by \$315,000.00 for a new total of \$511,995.30.

Mr. Troyer - Point of clarification.

Mr. Vecchio recognized.

Mr. Troyer continued on the total I have for Fund 429 on page one is \$871,502.36.

Mr. Cingle clarified page three.

Mr. Salvatore stated will support these amendments but will ask Council and the administration moving forward through the year if any extra monies come up those monies are placed back in sewers and drains. Will support tonight understanding the need of the fire department and it's a shame hasn't been looked at since 2004. Again, want to see that money back from originally given.

Mayor Gammella concurred with Mr. Salvatore and will look at doing that.

Mr. Troyer concurred with Mr. Salvatore and don't want to mess with sewers and drains due to issues of flooding. My question is when was this known that this would be done tonight?

Mayor Gammella responded this afternoon, after speaking with the fire and assistant fire chief.

Mr. Troyer continued would have been nice to get an email of a heads-up.

Mr. Vecchio followed-up from Mr. Salvatore's statements, this being a large expenditure for purchase that takes place of a 15-year life-span. This much like other items the city has needs to be on a rotation to cycle out every few years, so expenses are less. Moving forward that's what I think needs to take place.

Mayor Gammella responded to Mr. Vecchio totally agree with you.

The clerk called the roll on the motion by Mr. Poindexter, supported by Mr. Mencini, to amend two capital improvement funds.

ROLL CALL: AYES: Poindexter, Mencini, Troyer, Salvatore, Scott, Schmuck, Orcutt
NAYS: None. The amendments carried.

Second Reading of Ordinances and Resolutions: cont.

Motion by Mr. Salvatore, supported by Mr. Poindexter, to suspend.

Mr. Mencini stated might be considered that every three months the budget is reviewed, might be something to be looked at.

The clerk called the roll on the motion by Mr. Salvatore, supported by Mr. Poindexter, to suspend, as amended.

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

Mr. Troyer stated to Mayor Gammella with the sheet received for the 2021 Roads Program in parenthesis is says cost estimates, concerns me a little bit. My question is it your intent to get all these roads done this year that are listed?

Mayor Gammella responded absolutely.

Mr. Troyer clarified including all of Sandhurst?

Mayor Gammella responded absolutely, yes, we've talked about this in my office, it's going to get done.

Motion by Mr. Poindexter, supported by Mr. Scott, to adopt, as amended.

ROLL CALL: AYES: Poindexter, Scott, Schmuck, Orcutt, Troyer, Mencini, Salvatore
NAYS: None. Ordinance No. 11187-2021 has passed under Suspension of the Rules. Adopted as amended.

Motion by Mr. Orcutt, supported by Mr. Poindexter, to cancel the Wednesday, March 31, 2021 Special Council meeting called if needed.

ROLL CALL: AYES: Orcutt, Poindexter, Salvatore, Mencini, Schmuck, Scott
NAYS: None.

ABSTENTION: Troyer. The motion carried with a vote of 6 with 1 abstention. The motion carried.

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

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

Council President Vecchio declared this meeting adjourned at 7:54 p.m.

RESPECTFULLY SUBMITTED *Michelle Blazak*
Michelle Blazak
Clerk of Council

APPROVED *April 20, 2021*

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