

**ITEMS TO BE CONSIDERED
AT THE CAUCUS PRIOR TO THE COUNCIL MEETING
TO BE HELD ON TUESDAY, MARCH 7, 2023
7:00 P.M.**

I. ROLL CALL OF MEMBERS:

II. PLEDGE OF ALLEGIANCE:

III. DISCUSSION:

1. REGULAR CAUCUS MEETING SCHEDULED ON SEPTEMBER 12, 2023 SAME DAY AS PRIMARY VOTING DAY - PER COUNCIL PRESIDENT VECCHIO.

2. AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH CIVICA NORTH AMERICA, INC., FOR A SOFTWARE SYSTEM AND SUPPORT FOR THE CITY'S TAX DEPARTMENT, WITHOUT PUBLIC BIDDING, AND DECLARING AN EMERGENCY. Introduced by Mayor Orcutt. - PER COUNCIL PRESIDENT VECCHIO.

IV. ADJOURNMENT

Posted: 3/3/23

**ITEMS TO BE CONSIDERED
AT THE CAUCUS PRIOR TO THE COUNCIL MEETING
HELD ON TUESDAY, MARCH 7, 2023**

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:

MENCINI, ROBERTS, POINDEXTER, SALVATORE, TROYER, COYNE, SCOTT

Also in attendance were Mayor Orcutt, Law Director Horvath, Finance Director Cingle, Safety Director Sensel, Engineer Piatak, Service Director Beyer and Recreation Director Gonzales.

DISCUSSION:

1. REGULAR CAUCUS MEETING SCHEDULED ON SEPTEMBER 12, 2023 SAME DAY AS PRIMARY VOTING DAY.

Mr. Vecchio stated September 12th is the primary election for Brook Park.

Mr. Mencini stated would like to see the day after.

Mr. Poindexter stated at this point, not sure if there will be a primary.

Mr. Troyer stated should wait until there is an issue.

Motion by Mr. Troyer, supported by Mr. Poindexter, item was discussed.

ROLL CALL: AYES: Troyer, Poindexter, Roberts, Mencini, Scott, Coyne, Salvatore
NAYS: Unanimous.

2. AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH CIVICA NORTH AMERICA, INC., FOR A SOFTWARE SYSTEM AND SUPPORT FOR THE CITY'S TAX DEPARTMENT, WITHOUT PUBLIC BIDDING, AND DECLARING AN EMERGENCY. Introduced by Mayor Orcutt.

Mr. Cingle stated this was discussed in October, 2022; the current tax software will no longer be supported or utilized later this year, it is apparent that the software needs by updated by July, 2023. The cost for the new software is \$76,300.00 through CMI that has served the city well and also compatible with Huntington Bank, that the city uses. CMI would like a signed by mid-March in order to get into the que and for continuous use of the tax system.

Mr. Troyer stated this is an immediate need and asked Mr. Cingle for an explanation as to why the city must use this company.

Mr. Cingle explained this system will be compatible with Huntington Bank Tax-Connect software that allows for taxpayers to pay taxes online.

Discussion: cont.

Mr. Poindexter asked if the initial fees include training of personnel or is this something they are used to using?

Mr. Cingle responded this will include training on use of the software program but probably not until May or June, after tax season.

Mr. Poindexter stated the annual support fees could increase upon review of the current year, will the initial fee cover this current year?

Mr. Cingle responded it is my understanding that the software fee would be pro-rated for this year and increase approximately 3% per year.

Mr. Mencini stated to Mr. Cingle, with the training and so forth, how did this get to having (a contract) by mid-March? What was the missed connection?

Mr. Cingle responded when this was discussed in October, 2022 the initial discussions with CMI was the software could not be utilized by July and at that time CMI didn't inform me that there would be a concern for the implementation of the software. When the tax director contacted CMI in January, 2023 the city was informed of the mid-March deadline that was not explained in September or October, 2022. Thought had more time but with CMI's other clients the city wants to make sure of getting into the queue for updating the software.

Mr. Salvatore asked Mr. Cingle when was the last software upgrade?

Mr. Cingle responded would have to check but think five (5) or 10 years ago.

Motion by Mr. Troyer, supported by Mr. Poindexter, item was discussed.

ROLL CALL: AYES: Troyer, Poindexter, Roberts, Mencini, Scott, Coyne, Salvatore

NAYS: Unanimous.

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

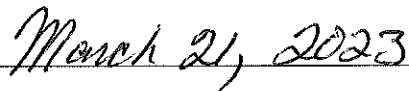
ROLL CALL: AYES: Mencini, Coyne, Scott, Troyer, Salvatore, Poindexter, Roberts
NAYS: Unanimous

Council President Vecchio declared this meeting adjourned at 7:14 p.m.

RESPECTFULLY SUBMITTED


Carol Johnson
Clerk of Council

APPROVED



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