

**MINUTES OF CITY COUNCIL
SHEFFIELD LAKE, OHIO
March 12, 2013**

The regular meeting of the City Council was held Tuesday, March 12, 2013. Council President Richard Rosso called the meeting to order at 7 PM.

THE INVOCATION WAS GIVEN BY: Kay Fantauzzi, who then led in the Pledge of Allegiance.

*******ROLL CALL OF MEMBERS*******

Present: Rosso, Belaska, Smith, Kovach, McCullough, Erdei, Stark,
Mayor Bring, Law Director Graves, Service Director Smith, Treasurer
Woods

Absent: Elliott, Finance Director Smith (excused)

Attending: Concerned Citizens, Members of the Media: Avon Lake Press

READING OF THE MINUTES:

A – Council – *Motion by McCullough/Second by Belaska to accept the minutes of the Council of February 26, 2013 meeting with any corrections. Yeas All.

CORRESPONDENCE:

A – Monthly report of court receipts for month of February 2013 - \$6644.00.

PRESENTATIONS: None.

CITY COUNCIL REPORTS

Roads, Drains, Water, Sewer and Refuse: Member Belaska reviewed the minutes of the March 4, 2013 meeting. *Motion by McCullough/Second by Kovach to approve the sewer credit for \$455.70 for 5284 Lake Road. Yeas All. *Motion by

McCullough/Second by Belaska to approve the sewer credit for 61.74 for 761 Kenilworth. Yeas All. *Motion by Stark/Second by Kovach to accept the report. Yeas

All./**Safety:** Chairperson Stark reviewed the minutes of the March 6, 2013 meeting.

*Motion by Belaska/Second by Kovach to accept the report. Yeas All./**Buildings,**

Lands, Vehicles & Equipment: Chairman Kovach reviewed the minutes of the meeting. *Motion by Belaska/Second by Stark to accept the report. Yeas All./**Ordinance:**

Chairman Smith reviewed the minutes of the March 7, 2013 meeting. *Motion by Belaska/Second by Stark to accept the report. Yeas All./**Finance & Audit:**

None./Council Representative to the Joyce Hanks Community Center:

None./Council Representative to the Zoning Board of Appeals: None./Council Representative to the Planning Commission: None./Council Representative to the Park Board: None.

ADMINISTRATIVE REPORTS

MAYORS REPORT: Mayor Bring reported I distributed some flyers that I would like to discuss with you, the first one being the auto gas dispenser. Again we are just

looking into this. It is a little bit different than what Dave and I looked at. It is a much better unit and the costs of this if we had it done if we purchased it is about \$17,000.00. If they put it in, they would charge us an \$.80 (80 cents) upcharge on the wholesale amount for the gas, it costs us nothing for them to put that in. We would still have to do the conversion of the cars and we would probably have David look into some type of a grant or whatever but this is just something we looked into. I wanted to get the guys out there just to see if we could possibly do this and it is only a 25-foot either end as far as clearance. So I don't think there is any issue of that at all over there but this unit is far better than what we looked at. This is a follow-up and we are still looking into all that. Councilman McCullough stated you say if they put it in it is just an 80 cent upcharge and the costs is \$17,000.00 if we do it on our own? Mayor Bring advised it would save about a dollar a gallon even with the 80 cents upcharge. Now if you did the \$17,000.00, again we would have to look at doing a grant or something. Councilman McCullough asked how many gallons of gas are we going through right now. Mayor Bring answered each vehicle averages between 25 and 30,000 miles a year and you get about 18 miles per gallon. Councilman McCullough calculated so it would take about 5 years to pay that off. Councilman Erdei asked would they install the holding tanks and everything? Mayor Bring answered yes everything. I think the one in Avon Lake is a 1000 gallon tank. It isn't very big, 1000 gallons isn't very much. Councilman Erdei asked how long would that last approximately? Councilman McCullough stated using about 1200 gallons per vehicle per year/100 gallons per month/25 gallons per week per vehicle. Mayor Bring advised they come on a weekly basis to fill it up, that would be part of the contract. He continued the other thing that we had talked about and I passed out a flyer on is CMI, we had a little episode a while back. We had the girl come out and go over everything with us and what she brought to us and I don't know all the particulars as Tammy is not here but I wanted to bring this before you anyway. This is what the new water bill would look like and as you can see it is much easier to read. Where it says "sample" in the box is where we can put a community message at – anything we want there. That is a huge benefit for getting information out to the public and that was lacking before – this can be done on any monthly bill, anything we want in that. To put this out, this actually costs us 50 cents to handle everything for us. Right now, it costs us 46 cents and that is without the girls getting everything together. There is also a \$1000.00 charge per year/contract. So if you take \$1000.00 and divide it by 12 equals \$83 and some cents per month and divide that by 3500 it comes out to an additional 3 cents. So you are talking 53 cents versus 46 cents and we do nothing but give them the information that is on this bill and the girls don't have to print it, sort it, send it or anything. Law Director Graves added the \$1000.00 is only for the first year and after that the annual fee is only \$200.00. Mayor Bring advised very inexpensive, like I said I think if you look at this it is a much easier read. The girls are very, very excited and we are kind of excited. That machine doesn't have to run for 4 to 5 hours, we wouldn't be getting back the little pieces of bills in the mail from the post office. I

just asked Annie today, let me see the stack that came back and he showed how large the stack was. This would be eliminated if we were to go with CMI. The girls are mailing them out and what is happening right now is that card is getting stuck somehow. So the water bills are coming back in the mail to us in little pieces of people's bills that got either chewed up in the machine and the post office is sending back to us. President Rosso stated I thought you were talking about the portion they return with their payment. Mayor Bring stated no that is even if they get the bill. So CMI would handle the entire thing and for 53 cents versus 46 cents. Councilman McCullough asked how do they get the numbers for the bills? Service Director Smith answered everything remains the same except for the manual billing. Councilman Smith asked is there an additional costs on postage? Mayor Bring answered that is postage included. Councilman Smith stated this is letter form versus postage card style. Mayor Bring advised again postage is included in it. President Rosso stated this is the same company that we had the issue with the billing problem and we never did get an answer. Mayor Bring advised this was part of the answer. Councilman Smith advised part of the problem is the Post Office's machine won't take the cards. Mayor Bring advised this is the company that we have been using forever and there is really only 1 or 2 companies out there that handle that and Tammy and I sat down and discussed this and we decided to stay with this company. Councilman Smith asked so all of this is going to be handled through the billing with this company? Mayor Bring advised we still give them the information. Councilman Smith asked if someone has a discrepancy in a bill, who do they call? Service Director Smith answered you call us. Mayor Bring advised the girls will still have all the information on computer. This company will not be handling any of that. Councilman Smith asked who does the billing now? Service Director Smith answered we do in house. Mayor Bring advised they will sort them, go through them – it is a huge process. *Motion by Belaska/Second by Stark to accept the report. Yeas All./**FINANCE DIRECTORS REPORT: None./TREASURER:** Treasurer Woods advised a copy of the report is attached. *Motion by Belaska/Second by Stark to accept the report. Yeas All./**SERVICE DIRECTORS REPORT:** Service Director Smith reported I have several things tonight. In going back to the water bill situation, maybe I can be a little more definitive on a few things. You are correct, there was a response that we required from CMI concerning the errors. CMI did give us a response where they felt that the reaction time requested of them was inadequate – too short of a time to make a change and we were up against a wall and we had to. That opened up discussions on how to evaluate our system to see where inefficiencies were and how can we get this whole process moving better and more efficiently. In that process, transferring the billing to them became a situation in which the Mayor and the Finance Director looked into. It would alleviate a lot of the different things that are bogging down at billing time in our department and allow them to concentrate on other things. We still would do all the customer service, instead of us hitting a button and it going to our print machine and us loading the printing machine and monitoring the print machine.

This would be hit a button and it goes and downloads to CMI and they prints the bills, stuffs the envelopes and mails them – the whole thing. We have access to same database so any customer service issues that come in we can go into the system right here just like we do today and solve it. Dennis went over the pricing structure to make it costs effective, there were a lot of indirect benefits that came during the site visit from CMI. Additional issues that weren't even calculated into the efficiency that we were looking at gaining. So I highly recommend this change and I know that Tammy is going to bring more forthcoming as time goes on but she is on vacation. She put a lot of time into this and it is going to do nothing but help us. Councilman McCullough stated I have been sitting here thinking about this and I got a couple of concerns and my concern would be this; are they now able to sell the database of our residents or are we going to maintain privacy. Service Director Smith answered I don't know the answer to that but I believe that they don't sell any of that. President Rosso advised one thing though and just remember Kerry, those names and addresses are public record. I mean I wouldn't want them to sell them. Councilman McCullough continued do they have the right then to put advertisements inside of this? Service Director Smith answered we control what is on the media and we control what goes in the envelope. They do whatever we tell them and I will give you a great example; on the back of the sheet we want to put on a calendar with trash pick-ups, pick-ups for bulk day which consume a lot of phone calls. So there would be a 12-month calendar possibly on here that has bulk dates or anybody water bill customer could look on the back of their water bill and see which is their bulk date to put out their garbage. It will have holidays that aren't on a regular full week which means they can see right off the bat "hey I got to put my garbage out the following day" instead of calling the water department and going through the information or calling city hall. There will be numbers for all the utilities; Columbia Gas, Ohio Edison, WOW, Cable, Centurytel – those are all options that we can put on there along with code legends for their water bill. That is the type of information that we can put on the back of the actual bill along with customer service for any type of community information that we want to put under as a community message. So it gives us an ability that we don't have. Now to touch on the old bills, what Alan was talking about and I do know this because I investigated it. I did take advantage of my other brother – Chris who works for the US Postal Service after I was unsatisfied with the answers that I got from the Lorain Post Master. The bills that we currently use; the media that we use for our water bills does not fit the new automated postal machines correctly – the mileage is different. What happens is our water bills since they are a postcard and on the thin side. Every so many of them get chewed up by their machine and when so many of them gets their drawer full, all those chunks along with anything else get thrown into a sorting bin. That bin is manually sorted by the Post Office and all of what is left of our chewed up water bills go into a bag of which I have brought to you before and passed it around so you could see it what they gave us every 2 or 3 months. They refuse to do anything about the situation and claim that it is our respon-

sibility to change the thickness of our billing paper. So that is the story on why the media is chewed up. Councilman McCullough asked the advertising that goes into the envelope, if you look at your other utility bills they have advertising up the ying yang. Sometimes you have to dig to get to the bill. Service Director Smith answered we control that. Councilman McCullough asked we control what goes in the envelope? Service Director Smith confirmed we control what goes in the envelope. Councilman Smith stated I guess I don't have a problem necessarily with the process, the problem I do have is constantly having 10 to 15 minutes to look over all this and want to pass an ordinance. We had a meeting last week for Roads & Drains and none of this was even brought up but here we are having to make split decisions on an ordinance that has to be passed as an emergency. My only objection is time frame and to maybe spread it out a little bit longer so we have a little bit of time to do our own figuring instead of trying to do calculators with our phones with a little of time we have to look at it. Mayor Bring answered the reason we did that today is because we wanted to get it out for the next billing but again that is up to you guys. Councilman Smith advised it could have been talked it at Roads & Drains and had a very lengthy discussion and had a week. Mayor Bring advised but the girl didn't come in in time. President Rosso advised there is no reason to pass it tonight other than and I understand what you are saying and it is very valid but we don't lose anything by making this a first reading and going to a Worksession and passing it at the next one. It is a very, very valid point. Councilman Smith stated it is just one of my objections not that I am against it. Councilman McCullough stated I have a follow-up to that question and I tend to agree with you. However I am also looking at the other side, how much and I realize that our 2 girls work 40 hours a week over there, how much labor does this free up that they can be doing something else. Mayor Bring stated we don't even have that figured in to the 46 cents. Councilman McCullough advised what I am asking for is if we did this tonight, how many hours is this going to save. President Rosso advised if we push it through tonight and find out 6 weeks from now it wasn't the right thing to do – you didn't save anything and we have made a mistake. It is a double edge sword. Councilman Smith advised I am not against it, it is probably a good thing to do. Councilman McCullough stated the biggest problem I have with it, it is the same people who said they would get back to us and it took them this long. Mayor Bring advised this is the same company that we have dealt with for years and years and years and we are not going to switch. Councilman Erdei stated I really like the idea of having to advertise to get things across, now is that going to cost a little bit more to us or is that included in the costs. Service Director Smith answered it is included. Service Director Smith continued – Speedway, as you know the rebuild has begun and the demolition will start real soon. They are waiting for several certificates to come through but they are moving at a fast clip – in 2 days they have already set the scene for what is to unfold. I was told by the head construction manager to look for opening day of June 11th for the new station. He has personally handled the rebuild of over 35 stations and McDonalds. So this is the time frame that they are used

to working with. It is nothing out they're ordinary and they're whole process is geared for that short leeway of tear down and rebuild. Today myself and Tom Erwin from the sewer department and Mike Bramhall; our city engineer and 2 associates from Hydrosphere Engineering toured the pump stations and overviewed our sewer operations concerning pump station to pump station. Data collection will soon begin with Bramhall putting together some collection and all this will be used for the hydrological modeling of our pump stations and that will be working with Bramhall and Bramhall working with Hydrosphere Engineering. We will be able to plug in different things as I had previously reported I believe at Roads and Drains of all the different scenarios that we will be able to affect and see what the result is on a computer as compared to trial and error. We are almost done with our target road list, we will start gathering quantity estimates per target street tomorrow and preparation for our 2013 annual bid. As I have in the past, I would like John if he could put in the paper to please ask residents to refrain from parking on the tree lawn's and on the road over drainpipe and on the birms of ditches – they are destroying the sides of the roads again. I am well aware that the garbage trucks do the same. Another thing that I would ask is that when people put their recycle carts out in the road that they actually put them in the road – on the side of the road instead on the birm thus making the truck move 2 feet over onto the road base instead of riding on the birm itself. It is something that I have been talking to with Allied Waste about watching their trucks on our narrow streets because we have some that are very narrow. So we are going to try to get the residents to comply and the trucks to too. I do have a letter that Building Inspector Jon Wiblin will be issuing to people that do park in that situation and hopefully we can resolve that nicely and move on. Water sampling will begin tomorrow concerning the illicit discharge on Abbe Road, the sulfur smell coming out of that. So if you see trucks or vans – they are pulling water samples out of storm sewers that they will be conducting it up and down Abbe Road and on Walker Road in the vicinity of Lakeview and Mapleview and that will happen tomorrow. That too I had discussed at Roads & Drains in-depth. I would like to report that we have confirmation of fulfillment of our ODOT salt contract for the 2012/2013 winter season. We have a letter of fulfillment of the contract and we have 300 ton of salt in cold, dry storage. I would like to touch briefly on something that David will probably be a little elaborate in, concerning grants. We looked at options for CDBG and we were looking at the same time grant options for roads such as specifically half of Belle and all of Brockley. We originally thought well maybe we could work CDBG on possibly some of that and in conversations with the engineer on a site visit with him going up and down Belle and Brockley. We kind of feel we might be better off going to Issue II which David considered let's look at the Civic Center parking lot for CDBG. At that I took Mike Bramhall on a site visit to the Civic Center and he reviewed the parking lot and he agreed that it would be a good avenue to apply those types of funds if we go after it for that. So I just want to let you know that we are looking at through the Mayor, we are looking at possibly CDBG and David will go into it with the engi-

neer's part on the processes that support CDBG. He would have to put an engineering stamp on it and give it a time life and meet certain ODOT speck but for the use of those funds. But we can do that with a new process I believe is called white capping where you mill the concrete down and add 1 inch of asphalt and then 4 inches of concrete on top of it. So that is a process that he is real familiar with and he would recommend and that CDBG would actually pay for because there is certain requirements to CDBG. The last thing is we are exploring possible funding avenues separate then the road list and the annual bid for half of Belle and all of Brockley. Mayor Bring advised I always travel around obviously but we do not have any kind of a blueprint copier for the Building Department or for Len for all these prints that we have. This company that I go to bought a new one for \$17,000.00, the old one that they had there which was only like 3 or 4 years old was \$7,000.00 and I offered them \$250.00 and they took it. So we are going to get a blueprint copier with paper for \$250.00. So we are going to go pick that up on Thursday. Councilperson Stark advised I just wanted to say thank you, I got an education on how to get your street lights fixed and I had told Len about it about a week ago and they came and fixed it last week. So it was nice because we had a street light out. Second of all we had talked about a year about doing maps about the sewer lines and is that all going to be part of that computer process or is that on the back burner? Service Director Smith stated you are referring to GIS, where we are is Bramhall is incorporated to GIS format into everything he does for us currently. So in other words when I request a map such as the EPA violations that we had received during the stormwater audit. The map I received from Bramhall was in a GIS format so it is a separate layer so as we are moving through all these different processes; whether it be roads, sewer, storm sewers, water lines – it is done in a GIS format that we will always have. *Motion by Belaska/Second by Stark to accept the report. Yeas All./**SAFETY DIRECTORS REPORT:** Mayor Bring stated we had the one ambulance go down and that was another \$595.00 to fix that – a water pump. That has been fixed but last year I went through the receipts and it was \$20,000.00 in repairs between the 2 of them. If we get the grant and our matching figure is \$20,000.00 – just want to let you know. Councilman Erdei asked on the old squad cars, are we using them for repair parts or salvaging them? Mayor Bring answered we will auction them off. *Motion by Belaska/Second by Stark to accept the report. Yeas All./**LAW DIRECTORS REPORT:** Law Director Graves reported the Civil Service and Demolition Board did meet on February 28th. The Civil Service finalizing the preparations for the Police Chiefs test which is going to happen in April. The Demo Board did vote to proceed with the abatement of 3 nuisance properties in the city to which we will use the county NSP funds and 1 will be using the Land Bank. As we continue to identify properties to demolition we will utilizing the Land Bank for those. So they have already been out looking at the properties and moving right along. The next Council meeting I anticipate having legislation for you, it is already written I just need to get approved by the Ohio EPA – our section 944; it more closely governed the pollutants and illicit discharge into the storm water system. Also we

are to have to pass our resolution authorizing the Mayor to apply for fiscal 2013 CHIP grant. We did a public hearing that was advertised all over the city but no one showed. So we will be applying for assistance with home improvements. We did not get funded this round, it is highly competitive and the next round will be just as competitive if not more. We are zeroing in on project target CDBG funds and once again that is merely a grant that we are going to apply, we are approved for anything yet. We need to get moving on that that is due the second week of April. There have been some developments in regards to litigation involving the city, if Council would like to have an executive session I can keep that very brief and just give you an update.

*Motion by Belaska/Second by Stark to accept the report. Yeas All.

CITIZEN'S COMMENTARY: None.

UNFINISHED BUSINESS: None./NEW BUSINESS: Councilperson Stark stated I just wanted to say congratulations to the Middle School for being named a cool school, Fox 8 was there last week, and interviewed a bunch of kids and said some really good things about our school system. Also our Mayor who made the front page for the ground breaking. Councilman McCullough stated for somebody who has been very active in our community for a very long time and kind of like has moved out of the limelight for the last few years due to health passed away this past week – Lillian Picket. She lived at the corner of Lake Breeze and Forestlawn and she spent a lot of time up at the Library and very active in the Library and the churches and at one time with the Community Civic Counsel. She started that reading program for the kids and the schools for grandparents going in and reading to kindergarteners'. Her funeral is Friday.

ORDINANCES AND RESOLUTIONS:

Council#008 – EMERGENCY – an ordinance authorizing the Mayor to enter into an agreement with Creative Microsystems, Inc. (CMI) for the printing of utility bills and the declaring of an emergency.

*Motion by McCullough/Second by Smith for SUSPENSION OF RULES:

ROLL CALL FOR SUSPENSION OF RULES: Yeas All – Belaska, Stark, Smith, Erdei, Kovach, McCullough.

*Motion by McCullough/Second by Stark for ADOPTION:

ROLL CALL FOR ADOPTION: Yeas All – Smith, Belaska, Stark, Kovach, McCullough, Erdei.

Resolution Passes#8-13

PRESIDENT OF COUNCIL COMMENTARY: President Rosso advised just a couple of notifications; I got a notification they are moving voting out of Forestlawn over to VFW – ward 4. Avon Lake Press Edwards stated I got a letter from the Board of Elections telling me that 3A will also move there. President Rosso stated I just want to say and I think it is somewhat our duty to get out and get involved with other organizations; example the endowment fund. It really would be good to start seeing

more of us, Administration and Council people attend these functions, get out and get our face known and let these other organizations know we are backing them so that when we ask for backing they will be more inclined. At least they will know who we are. It has been my experience it is a good time and if you hear of anything please mention it and I will announce it across Council floor to get the word out wherever we can. I know that Law Director Graves and the Mayor were at the endowment one so. Councilperson Stark stated Ohio Ethic forms will be due in April, so everybody has to file those. President Rosso stated I have talked to Mr. Erdei and he has accepted he is going to be our new representative to the Planning Commission.

*Motion by Stark/Second by Belaska to go into executive session for the discussion of current litigation.

ROLL CALL TO GO INTO EXECUTIVE SESSION; Yeas All – Stark, Belaska, Smith, Kovach, McCullough, Erdei.

*Motion by McCullough/Second by Belaska to return to regular session.

ROLL CALL TO RETURN TO REGULAR SESSION: Yeas All – Erdei, McCullough, Kovach, Smith, Belaska, Stark.

Law Director Graves advised let the record reflect that the City Council of Sheffield Lake did adjourn into executive session for the discussion of current litigation.

MEETING ADJOURNED: With no further business before this council, Motion by Kovach/Second by Belaska to adjourn at 8:13 PM. Yeas All.

CLERK OF COUNCIL AFFIRMATION: This Meeting Of The City Council Of The City Of Sheffield Lake, Ohio Was Held And Conducted Under All Rules And Regulations Governing The Sunshine Laws Of The State Of Ohio As They May Apply. All meetings are recorded and available in council offices.

CLERK OF COUNCIL/COMMITTEES
Kay Fantauzzi

COUNCILPRESIDENT
Rick Rosso

and/or

COUNCIL PRO TEM
Eric S Elliott

I, Kay Fantauzzi, duly appointed Clerk of Council of Sheffield Lake DO HEREBY CERTIFY that this is a true and exact copy of the Minutes of

COUNCIL of March 12, 2013.

MAYOR
Dennis Bring