

**MINUTES OF CITY COUNCIL WORKSESSION  
SHEFFIELD LAKE, OHIO  
September 16, 2014**

The regular meeting of the City Council Worksession was held Tuesday, September 16, 2014. Council President Rosso called the meeting to order at 7:05 PM.

**ROLL CALL OF MEMBERS:**

Present: Rosso, Kovach, Wtulich, Stark, Cizl, Erdei, McCullough, Mayor Bring, Finance Director Smith, Service Director Smith, Law Director Graves  
Absent: Councilman Smith, Treasurer Woods (excused)  
Attending: Concerned Citizens, Members of the Media; Avon Lake Press and Chronicle

**PRESENTATIONS: None.**

\*\*\*\*\***COMMITTEES**\*\*\*\*\*

**ROADS & DRAINS: None./SAFETY: None./BUILDINGS, LANDS, VEHICLES & EQUIPMENT: None./ORDINANCE: None./FINANCE:**

Chairperson Stark advised Finance and Audit cancelled due to no appropriations for tonight./**PARK BOARD:** Member Kovach advised we have a meeting next Monday.

\*\*\*\*\***ADMINISTRATIVE**\*\*\*\*\*

**MAYOR: None./FINANCE DIRECTOR: None./SERVICE DIRECTOR:**

Service Director Smith reported today I had an extensive and detailed meeting with Mike Bramhall, our City Engineer concerning forced main replacement – Pump Station#1 to Lorain tie-in which is something that we have to do. It is currently not being used, we have the pumps set differently and it is something that we have to work out on getting this replaced. We also will be using it in conjunction with the sanitary modeling that we started last year and in this process we will develop an exact plan/details information so that we can move ahead with that. We also discussed utility replacements at Lake Breeze, Kenilworth, Sheffield, Community and Harris. Those are issues in fractural replacement that we are going to have to take a good hard look at on how to get done. We discussed smoke testing and the development of smoke testing city wide. What other cities; his personal experience in dealing with several of the other issues – that way we can look at some of these neighborhoods that have a lot of I/I and work with that along with the sanitary modeling. We also discussed fixed radio read water meters, the systems that are

available now with fixed read radio reads. I brought them up to date on where we were at, we have one presentation by Mueller systems and explained several of the other companies that were getting in and he would like to do some investigative questioning to surrounding communities that do have it to see what good and/or bad issues that they dealt with with this which is very common and there is a lot of product out there. So I will be getting back with you on this. The bike trail is now getting prepped for the 75 foot boardwalk, lumber has been purchased and delivered here. We will be putting that in and the paving is complete. Metro Parks – FYI are still working on theirs. Today 4116 Lake Rd – the Diner is a little bit closer to opening up. The hood passed its inspection and fire prevention, we just got to get some fire extinguishers (3) in there and some other things. It passed Building Inspector Wiblin’s requirements along with Fire Department Novak’s requirements and the Health Inspector was also there today. He has been working with her and things look real good and she should be moving along real soon. Mayor Bring advised when the Metro Parks put down the bike path on their end over there, we are going to have some kind of a ribbon cutting ceremony so when that happens I will let everybody know via Kay emailing Members to let you know and it would be a good idea if everybody was out there because it will be kind of a new thing. Councilman McCullough asked when they smoke test what do they do – just drop a smoke bomb in the sewers and see where it comes out at? Service Director Smith answered that is the way they used to do it. Now a days it is forced air into certain lines, lines are temporarily blocked and they create smoke and that smoke is forced with fans down to blow back a certain area so that you get more pressure out and that identifies. But there is a lot involved with smoke testing and the first thing is going to be is to develop a plan and public information. We are going to have to have a very detailed way to start the program and it has to start with public information, the public education side of it first. We start going in and just start smoking neighborhoods and telling people listen – you are going to have to pay \$2300.00 – 2400.00 to have this put up – this is not prudent. You got to inform them and let them understand, you got to start with the troubled areas, you got to have a whole system approach to doing it. The public education part is probably the most important component and that has been tried over and over – all the different ways have been tried over and over in other municipalities and some haven’t worked at all and some that have – all have that public education component as a mainstay. So in this case I think that that is something that we need to look at and we need to look at those areas – not just with basements but splits. Great examples are over on Holl, we have all those split houses and we know there are cross-connects there. But in order to solve the situation, we have to approach it and not just approach that, once you start separating storm water that is currently going into sanitary you got to make sure that your storm water capabilities can

handle it too. So at the same exact time you have to evaluate your storm sewers, ditches and everything else and you have to keep that in mind because if you take the water from here and you put it somewhere else it has got to have a place to go. We are very lucky we had a lot of outfalls placed within the city, major outfalls which are fantastic. We have a major east/west storm sewer branches we have available and we have ditches and outfalls. It just has to be put together into a plan and it has to be evaluated and figured out. So we will be spending a lot of time in the near future on this. The other thing that I wanted to say too about the sanitary, one of the other aspects of the thing is that we did explore with sanitary modeling and the pump stations and stuff is the availability of grant money from the Federal Government right now in the State of Ohio. That is something that our Engineer is going to be looking into to see what type of funding we have – right now it is a big pot. I believe he said 50 million dollars or something like that just for availability for municipalities like us who are looking to eliminate their SSO's into the lake and to make their sanitary sewer system tight. Mayor Bring stated that is actually Mike Bramhall's specialty as far as the water, he has done that to all these other cities around here. We cannot ignore it anymore, it has to be done. Councilman McCullough stated I understand about the public education and stuff but how do you tell somebody who is not draining their roof drains into the sanitary that we are sorry that stuff is coming up in your basement because somebody else is? Service Director Smith answered you got to have people buy into the system of fixing it. I am the one, the Mayor and Administration and you guys all deal with these people whose basements flood and have property damage. So far now we have been hit 3 times in 3 years and just going on and pretending it doesn't happen and moving along – we have to start somewhere and with smoking you are starting on those areas that have combination sewers in those hardest hit areas where there is property damage. For instance Holl has split levels – they don't have basements. The lower units of those split levels, almost every one of them flooded along that ditch line. But I know that they have combination sewers too and so does the Sewer and Water Department. Councilman McCullough asked did they flood from water infiltrating or did they flood from sanitary. Service Director Smith answered it was storm water that saturated the ground. If you have a foundation drain Kerry and your ground is saturated, it is going to go into the sanitary. Councilman McCullough stated that wasn't my question, my question was over on Holl was the flooding in the basement from the sanitary sewers backing up or was it from? Service Director Smith answered – mostly rain water but it is hard to tell when you are dealing with that quantity of water. You have to understand a foundation drain dumps rain water into the sanitary and fills it, 4 – 2000 square foot homes roofs will collect enough water during a heavy rainfall to completely fill an 8-inch sanitary sewer pipe. Councilman McCullough stated I agree, I know that. Service

Director Smith continued completely fill it so if you think about that during a heavy rainfall, figure how much is leaking into it. It is just part of the whole process. We at the same time Kerry do have to address where that storm water is going to go once it is removed from the sanitary but right now we are paying on sanitary, we are not paying on rain water going into a ditch. Councilman Erdei stated now are we going to keep that in-house, are our guys going to do all the testing and smoking? Service Director Smith answered no, we will evaluate that process when it gets to it because that is something that also have to be evaluated. You have to evaluate it, a lot depends on quantity, length, what you are doing. It is done mostly by outside contractors that are hired to do neighborhoods. There is kind of a detachment from the city because you are dealing with people who are angry if the smoke is coming out because they got a combination sewer or they have to be told they got to disconnect their gutters and they get angry. Who is going to admit that they got their laundry tub going into their sump pump. The foaming of the sanitary lines is another – we outsource that too./**SAFETY**

**DIRECTOR:** Mayor Bring advised we are getting the roof bid out for the Fire Station over there. We have gotten – we are going to be have 3 estimates here by the end of the week. So we are going to try to get that done before the end of the year and that is in very bad shape. Also the steps of the Police Station where the handicap rails and stuff are – those are all coming apart. So we are addressing the front of the Police Station there, we are cleaning it out and making that look a little bit more presentable. We are going to have that door bid out for Safety too and the cars should be here next month and then we have got some new radios and monitors coming too. I had mentioned at the last Council meeting about not doing parking lots but I did stop and the reason why is I stopped and talked to Mike Griffith of Griffith Paving and I asked him about this time of the year and he basically said in a real quick sentence that it is kind of a crap shoot right now because when they go to do that and the temperature changes especially with the Civic Center in going over top of concrete; he said with temperature changes and drops and that concrete cools down he says that asphalt won't cool at a proper temperature. He said also right now he said they are so busy and he said it is just not them but he said everybody is so busy right now. A lot of places they are buying their asphalt from don't even have the material to make the asphalt right now because everybody is so behind because of the weather that we have had throughout the year with the rain and everything else. He said he can get the process bid right now and he said like their company will hold the pricing until next year and he said if there is any way possible doing something this year he said they would but he said the likelihood of that happening is not very good. So he said he did not recommend doing it this year, so that is kind of what I went by. I didn't want to just say that we are not doing it because we are doing it. So that is the

reason why. So we are probably going to send the bids out and get some estimates here. I just wanted to let you guys know what is going on. He said that especially being on the lake like that, if the temperature drops and that doesn't cure. He said the winter time comes and that freezes and pops that all up, we could look at having the whole thing removed when it gets plowed./**LAW DIRECTOR:** Law Director Graves advised I would request an executive session following ordinances and resolutions for the discussion of the sale of public property.

**COMMUNICATIONS:** None.

**OLD BUSINESS:**

Councilman Kovach advised sometime several months ago we brought forth to Worksession about the possibility of looking at water deposits on rental properties. I guess I would just like to get consensus of should we proceed with this or is this something to pull off the agenda at this time? Councilman McCullough stated I thought we were talking about all new, even people who buy? President Rosso asked have you come to a conclusion in Ordinance Committee which direction you want to go? Councilman Kovach answered no we referred it here and that is kind of where we are at? President Rosso asked to see whether or not we should look into? After recall of previous discussions; President Rosso advised with everyone having difficulty recalling discussions, I am not getting a good feel that everyone is behind it 100%. Law Director Graves asked is there a need, do you believe there is a need for something like this? Service Director Smith advised I am not too keen about it, I think that we have processes in place that can handle it. As far as how many people slip through the cracks I don't think it is substantial. Law Director Graves stated if someone doesn't pay their water bill and their water gets shut-off I think in a somewhat quick time period correct? Finance Director Smith advised there is already a practice for that. Law Director Graves advised and that doesn't get turned back on until the account is reconciled right? President Rosso stated his key is the people that – I don't pay my bill and move out of town and Kerry comes to rent my house. Law Director Graves advised but if we are diligent with delinquencies those shouldn't be allowed to run up high. You shouldn't have these thousand dollar bills where they still have their water on and then they move out of town. Then if house is a purchased home – that is going to go into their sale where the buyer is going to have to pay it out of escrow. President Rosso stated I am not hearing anybody really pushing on that. I mean Steve you being Chair of Ordinance if you want to push it yourself. Councilman Kovach advised we brought it back here and talked about it at the last meeting. Councilman McCullough added we brought it back here before we told David to go ahead with it. President Rosso stated and I am not hearing too much of a drive behind it.

Councilman McCullough stated maybe this will help alleviate from having to stop in the middle of a meeting to flip the tape over and also hoping that is just the best

thing I found probably to suit our purposes without spending a whole lot of money and this you can find all over the internet at 150 bucks. What it is and the other nice thing too is that we can put a hard drive on it for like court. We don't have to change tapes in the middle of Buildings & Lands & Ordinance, when you have 2 in one night. It goes onto a little disk and Kay put it in the computer and we can rack mount it up here if we want to and take up the same amount of space as this mic mixer does now. The only thing we got to do is take the input out of this and put it into that. The other thing is if this system is working out well then for \$100.00 we can have a voice recognition where we would all have to take like 5 minutes on Kay's computer where we would have to read a line of words and that way when she codes it literally when we are speaking – it will say Councilman McCullough. It just goes right through and she is comfortable with it then we can do that. The only thing is during citizens commentary she will still have to transcribe because it will say “unrecognized” but it will at least pick up the persons name. The only other thing is that if we go to a voice recognition software like that where it is actually helping do the meeting minutes we will all have to sit closer to the microphones, myself included. I think this is the best solution; it gives you the features, the benefits and what is included. For \$150.00 I don't think we can go wrong. President Rosso stated it is Gemini? Councilman McCullough stated it is kind of middle of the road pro-audio equipment, we can a task scan for \$1500.00 and it basically does the same thing. Everything will still work the same, we will unplug that and take 2 wires out of it and plug this into it. Councilman Wtulich asked will this make it easier to put the minutes of the new website with this. Councilman McCullough stated we are hoping to streamline things if you get this in place and then spend another \$100.00 for a voice recognition software and the next day that Kay works on Council stuff rather than her sitting here typing out 15 to 20 pages of minutes – it basically does most of the typing for her and then she can literally; once she gets that file done she can just stick it right on line. I am sure we could actually put the entire meeting on line if somebody wants to sit down and listen to it, it is going to be in an MP3 file and they can zip it and put it on line. I don't know how much service space there is and I think that would be a waste of internet space but as far as putting the minutes on line, rather than what takes her hours now will take her minutes. Mayor Bring stated when you grab a cell phone and you talk into a cell phone, when I talk into my cell phone and if I don't get it right then it never comes back to me. I speak into it 2 or 3 times so is this going to be able to recognize each one of your voices. President Rosso stated that is what I was going to address and not by far and away – not an expert but at work we have done some preliminary review and analysis for voice recognition in our warehousing and even the companies that sell that tell you they don't ever work as good as they work in the commercial. It all sounds good and if everything is right;

if you are close enough and if you speak clear enough and if you don't have a cold that day – yes it will all do it but they are not as flawless as you think because we have been trying to put it in for 3 years and we haven't even been able to demo it yet. Councilman McCullough stated if she can go in and it is at least spitting out the main part of it and I know what you are saying because I do the same thing too when I am texting – I will say Cara and it comes out care of but at least she can go through and read it. President Rosso stated our reason for doing this is to get something better that we don't have the issues with – when we got trouble with recording. Councilman McCullough stated the recognition software is afterwards. President Rosso stated yes but getting something that is more reliable was really the point behind this. How many tapes do we buy a year? Clerk Fantauzzi answered nothing we have 10 years of tapes to reuse that were only used once. President Rosso asked what is our legal requirement for keeping audio recordings of meetings? Law Director Graves stated I will have to take a look at our public record retention policy. The important thing is the record and sometimes you have duplicate records so as long as there is a transcription. Finance Director Smith answered as long as there are certified minutes right. President Rosso stated it is just a question to make sure we have a plan in place if we have to keep audio. Law Director Graves answered we will take a look at the retention policy and it might address that specifically. President Rosso stated how does this work specifically Kerry, to take that file and then play it back to transcribe it? Councilman McCullough answered this will work with any media, it will work with a USB so you can put a 500G hard drive on it or a little thumb drive on it 4G and it also takes SD cards. President Rosso stated then take that down and put it in your laptop and listen to it off of that and transcribe that. Finance Director Smith stated it is MP3 file. Councilman Kovach stated couldn't we just burn this onto a CD? Councilman McCullough answered you could but why would you? Councilman Kovach stated you don't need to keep the tapes because you have got an actual transcription of it correct? Clerk Fantauzzi answered correct but just in case somebody comes and ask for the tape it is a good thing to have it. Councilman Kovach advised I don't see that it would be very hard to put it onto CD's. Councilman McCullough stated not even a CD, with 2 clicks of a mouse you can put it on an external hard drive and put the date and the meeting on it and somebody comes back in 20 years and says I want to hear the actual voice recordings of September 16<sup>th</sup> Council Worksession – she doesn't have to start flipping through tapes, she can go in and find a file and go here – listen to this. Councilman McCullough stated so you would always have 2 – you would always have a back-up and 2 terra bite hard drives would probably get us to next millennium. Mayor Bring advised look at all the IRS records that they lost. Councilman Kovach advised the only thing that I don't like about this is that I don't see a red and green button.

Councilman McCullough stated Charter Review, when do we have to have that done by David. It is in May or is it November now. President Rosso stated it can't on the ballot until November – it has to be the General Election. Law Director Graves concurred. Councilman McCullough stated let's have a Charter Review this year. I got 4 people who are more than willing.

**NEW BUSINESS: None.**

**ORDINANCES AND RESOLUTIONS: Councils Agenda – None.**

\*Motion by McCullough/Second by Stark to go into executive session for the discussion of sell of public property (7:40 pm):

Mrs. Chapman asked can you tell us what public property you are considering selling? President Rosso answered no.

ROLL CALL TO GO INTO EXECUTIVE SESSION: Yeas All – Cizl, Wtulich, Kovach, Erdei, McCullough, Stark.

Councilman McCullough answered Mrs. Chapman we don't know. President Rosso advised to answer your question if we wanted it on a public record we wouldn't have done it in executive session.

\*Motion by Kovach/Second by Erdei to return to regular session:

ROLL CALL TO RETURN TO REGULAR SESSION: Yeas All – Wtulich, Kovach, McCullough, Erdei, Cizl.

Law Director Graves answered let the record reflect that the City Council of Sheffield Lake did adjourn to executive session for the discussion of the sale of public property pursuant to the Sunshine Laws.

President Rosso stated Kerry good job on the presentation and the information about the recording system.

**MEETING ADJOURNED:** With no further business before this council, Motion by Kovach/Second by Stark to adjourn at 8:08 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.

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CLERK OF COUNCIL/COMMITTEES  
*Kay Fantauzzi*

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MAYOR  
*Dennis Bring*

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COUNCIL PRESIDENT  
*Richard Rosso*

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 WORKSESSION of September 16, 2014.

*and/or*

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COUNCIL PRO TEM  
*Alan Smith*