

**PRELIMINARY  
MINUTES  
VILLAGE OF CUYAHOGA HEIGHTS  
CAUCUS  
JULY 12, 2017  
6:00 PM**

**COUNCIL CAUCUS**

**JULY 12, 2017**

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Ms. Duszynski called the meeting to order. Clerk Unger called the roll. Those present were, Mayor Bacci, Law Director Bill Mason, Assistant Law Director Ben Chojnacki, Council members Barbara Biro, Todd Bloam, Marilyn Duszynski, Cheryl Harris, Lois Henley, and Matt Schoeffler. Also in attendance were Assistant Clerk Angel Meriwether, Building Commissioner Norm Casini, Assistant Building Commissioner Ken Labella, and Engineer Todd Sciano.

**COMMUNICATIONS:**

From Mayor Bacci and the Economic Development Committee:

A letter congratulating local businesses TriMark SS Kemp, Universal Windows, and NEORSD for being named “One of Northeast Ohio’s Top Workplaces” by the Plain Dealer.

Northeast Ohio is home to some great employers and we are very pleased that your employees believe that you are one of the best. Thank you for being an important member of the Village of Cuyahoga Heights business community.

Ms. Biro agreed to make the motion to accept the Communications and place them on file, Mr. Bloam agreed to second.

**PERMITS:**

None at this time.

**PURCHASES:**

None at this time.

**MINUTES:**

June 14, 2017	Council Caucus
June 14, 2017	Council Meeting

Ms. Harris agreed to make the motion to accept the minutes, Ms. Duszynski agreed to second.

**FINANCIAL REPORTS:**

R.I.T.A Preliminary Report July 2017  
Cash Position Statement June 2017

Ms. Henley agreed to make the motion to accept the reports, Ms. Duszynski agreed to second.

**LEGISLATION:**

**RESOLUTION NO. 2017-53            SECOND READING**

**A RESOLUTION AUTHORIZING THE MAYOR AND THE CLERK TO ENTER INTO A SOFTWARE LICENSING AGREEMENT WITH SOFTWARE SOLUTIONS, INC.**

Mr. Chojnacki explained that they had a Indemnification Clause in the contract, that would make the Village indemnify them for any misuse or trademark losses that might come about from any misuse of the program. They refused to take it out, so we did something similar to what we did with the Metro Parks, we added them as an additional insured on our insurance. This will protect us from any misuse of the program.

Mr. Bloam will make the motion to put this piece of legislation on third and final reading, Ms. Henley agreed to second.

**Motion to instruct the Clerk to group the pay resolutions for reading and adoption.**

Mr. Bloam agreed to make the motion, Ms. Duszynski agreed to second.

**RESOLUTION NO. 2017-56**

Payment of Certain Claims:	\$4,965,632.60
Payroll	
General Bills	
(#51678 - #51866)	

Ms. Henley asked why the amount for the month was so large. Clerk Unger explained that it was because of the money we borrowed for the Note.

Ms. Duszynski agreed to make the motion, Ms. Harris agreed to second.

**RESOLUTION NO. 2017-57**

A MEMORIAL RESOLUTION FOR CURTIS P. MCLAUGHLIN JR.

Mr. Schoeffler agreed to make the motion, Ms. Biro agreed to second.

**RESOLUTION NO. 2017-58**

A RESOLUTION APPROVING THE SUBMISSION OF THE VILLAGE BUDGET  
ESTIMATE FOR FISCAL YEAR 2018

Ms. Duszynski agreed to make the motion, Ms. Harris agreed to second.

**ORDINANCE NO. 2017-59**

AN ORDINANCE AMENDING CERTAIN SECTIONS OF PART TWO,  
“ADMINISTRATION CODE,” OF THE CODIFIED ORDINANCES OF THE VILLAGE OF  
CUYAHOGA HEIGHTS

Ms. Biro explained that the committee to go over the Codified Ordinances met last week and we began to go through the Administrative Code portion of the Codified Ordinances, starting with the first section. The first part we went through were the committees, and we no longer have a Recreation Committee, so we corrected that. We went on to the committees of Council, and we made them all the same as appointed by the Mayor with the approval of Council. We added the Economic Development Committee, and the other thing they added was that, each standing committee shall create a Mission Statement and establish rules and procedures governing their operation. So anyone that is going to be a Chairman one year and not the next, you can hand off the rules and regulations to the next person, and they will know what they are. The other thing we thought would help is in regards to the Finance Committee for 2018, and how they are going to handle vouchers and different procedures, and how they are going to notify Council with purchases over \$5,000.00, and everything will be in writing and consistent so there is no confusion from one year to the next. This way each committee knows what it has to do, and there will be something on file in the Clerk’s office.

Ms. Duszynski asked if these are all policies that we are currently doing, and are we going to follow the policies? Ms. Biro said that they are asking each committee to develop a policy and procedure in writing and if there are any questions, we can always go back to the policy and procedures for clarification, and to see if it is being followed correctly. We hope that it meets the concerns of the Finance Committee as far as the vouchers are concerned.

There are other areas where we get cash deposits now besides the pool, so we made it to where all cash deposits need to be deposited to the Fiscal Officer.

We moved some things around with the Income Tax Administrator Code, and under the Clerk, we added mandatory Public Records training so that position will go every two years, and their travel expenses will be reasonably reimbursed.

Mr. Schoeffler asked for a meeting to address the Codified Ordinances at the end of the month which would be during a regularly scheduled work session, and it will be here in Council Chambers. We will be going over the Police and Fire section which is a little more complicated because it is contractual. This will be the next section we will address, and we will bring those changes to Council at the August Council Meeting.

Ms. Duszynski asked how long the committee will take to go through the Codified Ordinances. Mr. Schoeffler said it should take around three months, and they should be done in October. Ms. Duszynski asked how often we are going to do this. Mayor Bacci said that when this committee gets everything dialed in, we should be able to keep the Ordinances under control.

Mr. Chojnacki is part of the committee process, and he stated that the members of Ms. Biro, Ms. Harris, and Mr. Schoeffler are doing a great job.

Mr. Schoeffler will make the motion, Ms. Harris agreed to second.

## **RESOLUTION NO. 2017-60**

### **A RESOLUTION AUTHORIZING THE MAYOR AND CLERK TO ACCEPT DELTA DENTAL'S "RENEWAL RATES" FOR THE PERIOD EFFECTIVE SEPTEMBER 1, 2017 THROUGH AUGUST 31, 2019**

The Mayor asked Ms. Duszynski to expound on the information concerning this agreement since she was part of the Insurance Committee. Ms. Duszynski and Clerk Unger explained that our Dental plan is locked in for two years at a better coverage with a lower monthly rate than we are currently paying. We are a young, healthy group, and that is why they are offering us a two year agreement at a lesser cost. It is a great deal for the members and the Village. The recommendation of the Insurance Committee was to accept the two year agreement.

Ms. Henley agreed to make the motion, Ms. Duszynski agreed to second.

**RESOLUTION NO. 2017-61**

A RESOLUTION AUTHORIZING THE MAYOR AND CLERK TO  
ACCEPT MEDICAL MUTUAL OF OHIO'S "INSURED RENEWAL RATE" FOR THE  
PERIOD EFFECTIVE SEPTEMBER 1, 2017 THROUGH AUGUST 31, 2019

Clerk Unger explained that Medical Mutual also offered us a two year guaranteed rate. They want an increase of 9.93% starting in the first month, and then in the 24<sup>th</sup> month, they will waive the monthly fee. We are currently paying approximately \$100,000.00 per month for medical for all employees, and it will go up to around \$110,000.00 per month, starting in the first month, but they will waive the last month fee of \$110,000.00 in the 24<sup>th</sup> month. This comes to an effective yearly increase of 5.53%.

Over the last four years, we have had increases of 3%, 4% twice and 5%. With the uncertainty in health care in our country at his time, we agreed that the proper thing to do was to take the two year offer. Mr. Schoeffler stated that the rates the employee pays for health care will also go up. Angel Meriwether stated that the employee will pay approximately five to twelve dollars more per pay due to the increase. Clerk Unger said that the Insurance Committee unanimously agreed to recommend that Council accept the two year agreement.

Ms. Henley agreed to make the motion, Ms. Harris agreed to second.

Motion to amend the Agenda to add legislation 2017-62.

Mr. Schoeffler will make the motion, seconded by Ms. Duszynski.

**RESOLUTION NO. 2017-62**

A RESOLUTION ACCEPTING THE PROPOSAL OF SUTPHEN CORPORATION FOR  
REPAIRS TO LADDER 29

Ms. Henley agreed to make the motion, Ms. Harris agreed to second.

## **OTHER BUSINESS:**

Motion to go into the CIC.

Mr. Bloam agreed to make the motion, Ms. Duszynski agreed to second.

Mayor Bacci talked to the Council concerning the aerial ladder. It seems that it came down on something and broke the hydraulics for the aluminum ladder. We looked at it in house and took it to a local fabrication company to see if they could make any repairs, and they found other issues. Assistant Chief Selig took it down to the Sutphen Corporation, a company near Dayton, and they gave us a quote on the repairs. Mayor Bacci asked Assistant Law Director Ben Chojnacki if he had determined if the insurance company would be liable for any of the cost associated with the repairs. Mr. Chojnacki explained that they are still looking into the situation, and have not come up with a determination. Mayor Bacci stated that we should move forward with the repairs, and then get reimbursed in the future if it is determined that the insurance company is also responsible.

Mayor Bacci said that these aerial trucks new are easily over a million dollars, and in the future, only certain communities will have them. I had Mr. Mason prepare legislation to properly repair this aerial truck at a cost of \$86,466.99. Ms. Biro asked if this amount is all due to the damage, and not something else that might be warrantied. Mayor Bacci said we can ask Chief Suhy. Mr. Bloam asked how the damage occurred. Mayor Bacci said they don't know if it was done at a fire or not. Something came between the ladder and the truck. It wasn't done intentionally, but according to Sutphen, it was operator error.

Something was in the way when that ladder came down to meet the truck. Chief Suhy asked all the firemen if they remember doing anything that could cause the damage. No one knew of anything that happened. Mr. Bloam asked how old the ladder is, and how many miles are on the truck, and Mr. Schoeffler asked if it was worth fixing. The Mayor stated that it is very much worth fixing, and in the agreement with Sutphen, it will come back completely repaired, and will meet all safety standards. Ms. Duszynski asked how long it will take to get fixed. Mayor Bacci said it should be about ten weeks. Everyone agreed that it needed to be fixed, and if we can get some money from the insurance company, even better.

Mayor Bacci said the truck is in great shape, and has many years left on its life expectancy. We have drafted legislation to get the truck fixed at this time, and we are having legal look into whether the insurance company can be held responsible for some of the costs. Ms. Duszynski asked if the Sutphen Company is the only company that can fix this truck. Mayor Bacci said yes, they are what is considered a sole source. They built this piece of equipment, and they maintain and repair it. Everyone agreed to add it as Ordinance 2017-62 to the Agenda. Clerk Unger said that we will also need a motion to amend the Agenda to include Ordinance 2017-62.

Caucus ended at 6:55pm.

**PRELIMINARY  
MINUTES  
VILLAGE OF CUYAHOGA HEIGHTS  
COUNCIL MEETING  
JULY 12, 2017  
7:00 PM**

**COUNCIL MEETING**

**JULY 12, 2017**

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Mayor Bacci called the meeting to order. Clerk Unger called the roll. Those present were, Barb Biro, Todd Bloam, Marilyn Duszynski, Cheryl Harris, Lois Henley, and Matt Schoeffler. Also present were Law Director Bill Mason, Assistant Law Director Ben Chojnacki, Engineer Todd Sciano, Building Commissioner Norm Casini, Assistant Building Commissioner Ken Labella, Assistant Clerk Angel Meriwether, Administrative Accounting Assistants Amanda Domzalski and Christina Pace, Service Director Dave Sammons, Head Dispatcher Barb Cash, Police Chief Brian Sturgill, and Fire Chief Mike Suhy.

**ROLL CALL: Biro, Bloam, Duszynski, Harris, Henley, Schoeffler**

**COMMUNICATIONS:**

From Mayor Bacci and the Economic Development Committee:

A letter of congratulating local businesses TriMark SS Kemp, Universal Windows, and NEORSD for being named “One of Northeast Ohio’s Top Workplaces” by the Plain Dealer!

Northeast Ohio is home to some great employers and we are very pleased that your employees believe that you are one of the best. Thank you for being an important member of the Village of Cuyahoga Heights business community.

Ms. Biro made the motion to accept the reports and place them on file, seconded by Mr. Bloam. All in favor, none opposed. Motion carried.

**PERMITS:**

None at this time.

**PURCHASES:**

None at this time.





Ms. Duszynski moved, seconded by Ms. Harris that the rules be suspended and the Resolution be placed on third and final reading. All in favor, none opposed for suspension of the rules. All in favor, none opposed for the adoption, motion carried.

**RESOLUTION NO. 2017-57**

A MEMORIAL RESOLUTION FOR CURTIS P. MCLAUGHLIN JR.

Mr. Schoeffler moved, seconded by Ms. Biro that the rules be suspended and the Resolution be placed on third and final reading. All in favor, none opposed for suspension of the rules. All in favor, none opposed for the adoption, motion carried.

**RESOLUTION NO. 2017-58**

A RESOLUTION APPROVING THE SUBMISSION OF THE VILLAGE BUDGET  
ESTIMATE FOR FISCAL YEAR 2018

Ms. Duszynski moved, seconded by Ms. Harris that the rules be suspended and the Resolution be placed on third and final reading. All in favor, none opposed for suspension of the rules. All in favor, none opposed for the adoption, motion carried.

**ORDINANCE NO. 2017-59**

AN ORDINANCE AMENDING CERTAIN SECTIONS OF PART TWO,  
“ADMINISTRATION CODE,” OF THE CODIFIED ORDINANCES OF THE VILLAGE OF  
CUYAHOGA HEIGHTS

Mr. Schoeffler moved, seconded by Ms. Harris that the rules be suspended and the Ordinance be placed on third and final reading. All in favor, none opposed for suspension of the rules. All in favor, none opposed for the adoption, motion carried.

**RESOLUTION NO. 2017-60**

A RESOLUTION AUTHORIZING THE MAYOR AND CLERK TO  
ACCEPT DELTA DENTAL'S "RENEWAL RATES" FOR THE PERIOD EFFECTIVE  
SEPTEMBER 1, 2017 THROUGH AUGUST 31, 2019

Ms. Henley moved, seconded by Ms. Duszynski that the rules be suspended and the Resolution be placed on third and final reading. All in favor, none opposed for suspension of the rules. All in favor, none opposed for the adoption, motion carried.

**RESOLUTION NO. 2017-61**

A RESOLUTION AUTHORIZING THE MAYOR AND CLERK TO  
ACCEPT MEDICAL MUTUAL OF OHIO'S "INSURED RENEWAL RATE" FOR THE  
PERIOD EFFECTIVE SEPTEMBER 1, 2017 THROUGH AUGUST 31, 2019

Ms. Henley moved, seconded by Ms. Harris that the rules be suspended and the Resolution be placed on third and final reading. All in favor, none opposed for suspension of the rules. All in favor, none opposed for the adoption, motion carried.

Motion to amend the Agenda to add Legislation 2017-62.

Mr. Schoeffler made the motion, seconded by Ms. Duszynski. All in favor, none opposed.  
Motion carried.

**RESOLUTION NO. 2017-62**

A RESOLUTION ACCEPTING THE PROPOSAL OF SUTPHEN CORPORATION FOR  
REPAIRS TO LADDER 29

Ms. Henley moved, seconded by Ms. Harris that the rules be suspended and the Resolution be placed on third and final reading. All in favor, none opposed for suspension of the rules. All in favor, none opposed for the adoption, motion carried.

## **OTHER BUSINESS:**

Motion to go into the CIC.

Mr. Bloam made the motion to go into the CIC, seconded by Ms. Duszynski. All in favor, none opposed. Motion carried.

## **MAYOR AND COUNCIL REPORTS:**

### **MAYOR BACCI:**

Hope everyone had a nice Fourth of July holiday.

I would like to convey our deepest sympathies to Kelly Hodges and her family for the loss of Curtis McLaughlin who passed away on June 21 (Curtis and Nicole McLaughlin's father.) Also condolences to Gary Tucholski who lost his father, Gary on June 19 -- he was also Dan Tucholski's brother. Please keep these families in your thoughts and prayers.

This Saturday, our office put together a trip for our residents to Hale Farm and I'm happy to report that we have about 15 individuals going; we also offered a Cedar Point trip on July 29<sup>th</sup> and 60 individuals are going. I would like to thank all the girls in our office for coordinating all the Village events and trips. Future upcoming trips: a day in Chagrin Falls, a Cleveland Indians ball game and possibly a play at the theatre...stay tuned and watch for additional information in upcoming newsletters.

Next Saturday, July 22 – our pool staff is putting together their annual Christmas in July pool party. Hope our residents are able to attend.

Very special milestone birthday wishes to Mrs. Donna Pellini who turned 90 on July 7.

July birthday wishes to employees: Tony Casavecchia – July 1; David Lukas & Christina Pace – July 2 -- who also share a birthday with me; Rick Henley - July 5; Councilwoman Marilyn Duszynski - July 10; Jude Kaliszewski - July 14; Tony Dorris & Joseph Kappa - July 17; Steven Sokolich – July 19; Bob Guilfoyle who will turn 60 on July 23; Frank Domzalski - July 26; Fire Chief Michael Suhy - July 27; David Bronza – July 30 & Georgette Hodge – July 31.

Please continue to keep several residents in your thoughts and prayers: Theresa Bentejewski, Mrs. Lori Borowy, Mrs. Ernestine Deliberato, Mrs. Helen Krusinski, Mrs. Helen Leciejewski, Mrs. Pat Miller, and Mrs. Donna Pellini.

**MS. BIRO**

Thanked the Mayor for sending out the Communications to our local businesses congratulating them on being selected as “One of Northeast Ohio’s Top Workplaces”.

Thank you to Council for passing the updated the Codified Administrative Code. We will be looking into the Police & Fire section next, and we will have something for Council at the August meeting.

The June EDC report from Dennis McAndrew updates the information we were given last month, so without going into too much detail, if anyone wants the report, I can email it to you.

**MR. BLOAM:**

Next month the Public Works Committee will introduce legislation to move forward with projects we have talked about for the last two months. They will be put on the Agenda for the August Council Meeting.

**MS. DUSZYNSKI:**

The Finance Committee approved an emergency PO on June 21<sup>st</sup>, for \$5,900.00 to Precision Environmental to remove asbestos in the tiles at the Fire Department. Ms. Duszynski stated that the Committee has no problem with emergencies that need to be addressed immediately, just give us a quick call to let us know what is going on.

And on June 27<sup>th</sup> a change order for \$17,782.00 to J&J Enterprises for catch basin repair at Bacci Park, and also a change order for \$13,037.37 to Valley View Cement because of the change in the scope of the project.

Ms. Duszynski asked the Mayor to check a tree at Bacci Park by third base, it looks like it could cause damage to the fence if it falls down.

She also asked if there was a reason that there are ties on the 20 foot fence, and not the 8 foot fence in Bacci Park. Mr. Labella said it was because the wind is so strong the higher you get.

Ms. Duszynski stated to Ms. Henley that the Shred Day that Ms. Henley coordinates is great, and many people use it. She suggested that Ms. Henley notify everyone a couple of weeks ahead of time so everyone can get their papers in order to be shred. Ms. Henley said she would start notifying the residents earlier.

**MS. HARRIS:**

Ms. Harris asked Mayor Bacci if he was still working on a brochure to give to new residents. Mayor Bacci said it is being worked on, and is currently on his desk.

Ms. Harris told Clerk Unger that she will give him the Minutes of the Codified Ordinance Committee from their June meeting to place on file.

**MS. HENLEY:**

Ms. Henley asked the Mayor to check on the timer next to the Town Hall. A lot of the kids are coming over to check it out to see what it is. She is concerned it could get broken. The Mayor will address it and see if anything needs to be done.

**MR. SCHOEFFLER:**

Mr. Schoeffler called a Codified Review Committee meeting on July 26<sup>th</sup>, at 5:15pm.

**SERVICE DIRECTOR DAVE SAMMONS:**

Mr. Sammons asked Ms. Duszynski to show him the tree at Bacci Park that she is concerned could damage the fence. Ms. Duszynski said she would.

**HEAD DISPATCHER BARB CASH:**

Nothing at this time.

**FIRE CHIEF SUHY:**

Thanked Council for passing the legislation to repair the Aerial truck.

**CHIEF STURGILL:**

Nothing at this time.

**LAW DIRECTOR BILL MASON:**

Nothing at this time.

**CLERK UNGER:**

Nothing at this time.

**ADMINISTRATIVE ASSISTANT TO THE MAYOR LEE ANN SCHOEFFLER:**

Nothing at this time.

**ASSISTANT CLERK ANGEL MERIWETHER:**

Thanked Council for passing the legislation to purchase the Finance Software.

**ASSISTANT LAW DIRECTOR BEN CHOJNACKI:**

Nothing at this time.

**ENGINEER TODD SCIANO:**

Told Council that next week he will be looking into the apron and sidewalk issues that Ms. Henley brought up at the last meeting concerning E. 49<sup>th</sup> Street. If anyone has any other areas of concern, please let him know.

**ASSISTANT BUILDING COMMISSIONER KEN LABELLA:**

The project at Northern Stamping is coming to completion. This weekend, they delivered a huge press that went through E. 71<sup>st</sup> Street. It took four police cars and two tractor trailers to guide it down the street.

Charter Steel site work has been approved, and permits issued.

Mayor Bacci said that we get excited about things that affect us on a daily basis in the Village, but we should be equally excited about the commitment that Northern Stamping has put in our Village. This fortifies their expansion in our Village for many years to come, and we are very grateful for their commitment to our community. Chief Sturgill said that the piece of equipment they brought in is only part of the machine. They have three more pieces to bring to the building.

**BUILDING COMMISSIONER NORM CASINI:**

Sigma Aldrich on E. 49<sup>th</sup> Street is going through a name change, and you will see new signs on the building.

**ADMINISTRATIVE ACCOUNTING ASSISTANT AMANDA DOMZALSKI:**

Thanked Council for the new Finance Software.

**ADMINISTRATIVE ACCOUNTING ASSISTANT CHRISTINA PACE:**

Also thanked Council for the new Finance Software.

**COMMENTS FROM THE AUDIENCE:**

None at this time.

WHEREFORE, there is no further business before this Council, Ms. Duszynski moved, seconded by Ms. Harris that the Council Meeting be adjourned at 7:45 p.m. All voting aye, none opposed: motion carried.