

**MINUTES OF THE  
FINANCE CAUCUS COMMITTEE MEETING**

**Monday, January 4, 2016 – 7:15 p.m.**

**Main Conference Room  
Mayfield Village Civic Center**

The Finance Caucus Committee meeting was held on Monday, January 4, 2016 in the Main Conference Room at Mayfield Village Civic Center. Mr. Saponaro called the meeting to order at 7:15 p.m.

Present: Mr. Saponaro, Mr. Williams, Mr. Marquardt  
and Dr. Parker

Also Present: Mrs. Mills, Mr. Jerome, Mr. Marrie, Mayor Bodnar,  
Mr. Wynne, Mr. Marrelli, Mr. Metzong, Chief Carcioppolo,  
Chief Edelman, Mr. Cappello, Mr. Thomas, Mr. Diemert,  
Ms. Wolgamuth and Mrs. Betsa

**Election of Chair**

Dr. Parker, seconded by Mr. Williams, made a motion to elect Joseph Saponaro as Chair of the Finance Committee.

ROLL CALL:	Ayes: All	Motion Carried
	Nays: None	Joseph Saponaro Elected as Chair of the Finance Committee

Chairman Saponaro stated, a lot of these items on the agenda are housekeeping and beginning of the year expenditures.

**1. 2016 Support for Finance and Payroll Systems (Creative Microsystems, Inc. - \$6,713).**

Mr. Wynne stated, this is annual customer service support from the company as well as any upgrades to the software for Finance and Payroll.

Chairman Saponaro asked, is this a monthly expenditure, or do we just do the expenditure all at once and then it gets split, or is it paid all at once?

Mr. Wynne replied, it's paid all at once.

Chairman Saponaro asked, is there any additional that we pay to them?

Mr. Wynne replied, no.

Chairman Saponaro asked, does anyone have any questions on this?

Mr. Wynne stated, this is a 5% increase from last year. Last year was about \$6,400.

**2. Euclid Creek Watershed Coordinator Annual Appropriation – 2016 (Cuyahoga Soil and Water Conservation District - \$5,500).**

Mr. Metzungen reported, we use Euclid Creek Watershed for Phase II public information and public education. Euclid Creek divides their bills up equally. Chagrin River Watershed does it by how much river you have. We pay a much smaller amount to Chagrin River than we do to Euclid Creek.

Chairman Saponaro asked, roughly how much are we paying for Chagrin River?

Mr. Metzungen, just the minimum.

Chairman Saponaro asked, what do they provide for us?

Mr. Metzungen replied, Chagrin River provides us more of the technical items such as the ordinances and things of that nature for finding grant money.

Mr. Cappello added, they are both worth it.

Chairman Saponaro asked, who is the Executive Director?

Mr. Metzungen replied, for Euclid Creek, Claire Posius.

Chairman Saponaro asked, and for Chagrin River?

Mr. Cappello replied, Heather Elmer.

Chairman Saponaro asked, anything else to add? There were no further comment.

**3. Cleaning services for Civic Hall and Community Room – 2016 (Camco Cleaning Co. - \$35,832).**

Mr. Metzungen stated, this is different from the Police Department. Same company.

Mr. Marquardt asked, how much was it last year?

Mr. Metzungen replied, same.

Mrs. Mills asked, will the amount change when the new Community Room is done?

Mr. Metzungen replied, it's different this year in that last year we did not have the Community Room on a full-time basis like we will for this year.

Ms. Wolgamuth asked, will it change for the new Community Room?

Chairman Saponaro stated, it would have to. I can't imagine it's not going to change.

Ms. Wolgamuth stated, we will have to look at it as it comes up.

Mr. Metzung stated, we will also have to look at how we are going to handle the new Community Room internally. It's subject to change. I don't know that the price will change per se.

Ms. Wolgamuth stated, the square footage is not much different.

Mr. Wynne asked, the Community Room is 7 days a week cleaning, right?

Mr. Metzung replied, yes.

Chairman Saponaro stated, there is going to be a time that the Community Room is not going to be open.

Ms. Wolgamuth stated, there's going to be a gap in between.

Mr. Metzung stated, they work hourly, so when the Community Room is not open, they will not get paid.

Chairman Saponaro asked, so this \$35,000 is roughly what we are estimating for the year?

Mr. Wynne replied, yes.

Mr. Jerome asked, with the closure?

Mr. Wynne replied, no, without.

Chairman Saponaro stated, so obviously if it's less, it's less since it's based on hours. Any other questions? There were none.

#### **4. Relocation Assistance to Magnus Equipment.**

Chairman Saponaro referred to the memorandum provided by Ted regarding another company out of Willoughby that is looking to relocate to 600 Beta. Hopefully everyone has had an opportunity to look at this. Are there any questions that anyone has regarding this at this point?

Ms. Wolgamuth asked, does anyone need any additional information? Ted is not here tonight, but he will be back. We will be holding a CEDC meeting on January 19<sup>th</sup> so we can discuss this. If there is additional information that comes to light, we will let you know.

Chairman Saponaro stated, the way it was worded from my perspective seemed almost different than what we do typically in terms of someone coming in or someone that's here that's expanding. It sounded like they were asking for something different. He also talked about any upfront funding possible but then in item 2 he talked about going to Cuyahoga County. We discussed this generally without naming the company during the CEDC meeting. We discussed that we were not interested in providing anyone with any upfront funding. We can certainly assist them at the County level to get funding to come here. As it develops and more information is provided, we will go through CEDC and then it can come back around to Finance.

Ms. Wolgamuth stated, I think all he is looking for is an indication that he can do the letter of intent after the next Council meeting.

Mr. Jerome asked, they want to move pretty quick right?

Ms. Wolgamuth replied, yes.

**5. Residents' memberships to Progressive Fitness Center for 2016 (\$13,000 – pass through).**

Chairman Saponaro asked, is this an estimated?

Mr. Thomas replied, yes. It's a pass through. We collect the fees here.

Chairman Saponaro asked, obviously if that number is greater, you will have to come back and if it is less, we are fine?

Mr. Thomas replied, correct.

Chairman Saponaro asked, are there any questions on this? There were none.

- 6. Retention of Clerk of Council for 2016.**
- 7. Retention of Finance Director for 2016.**
- 8. Retention of Director of Law for 2016.**
- 9. Retention of Village Engineer for 2016.**
- 10. Retention of Prosecutor for 2016.**

Chairman Saponaro asked, do we do this annually?

Mrs. Betsa replied, the Prosecutor and Engineer is every year, the others are every two years.

Chairman Saponaro asked, are there any questions? I know that we have decided not to retain a Municipal Architect. I am not as interested in that, but am more interested in the thorough review you are doing on all positions.

Mayor Bodnar replied, basically what we have done is starting with the position of Architect. We have taken a look at the statutes, 1301.03 which creates the position of Municipal Architect and says that the Architect will advise and assist the Building Commissioner by reviewing and making recommendations as to building permit applications that come under the jurisdiction of the Ohio Building Code. If you look at the next section, 1301.04, it goes into a lot greater detail. We have run that by John who has stated that our architect does not perform any of the functions set forth in 1301.03 or .04. I am starting with this one and going through everything. If something presents a need, it will be looked at.

Chairman Saponaro stated, it's worth discussing. I know probably maybe two years ago there was a request for a Landscape Architect. When that request was denied, the issue came that those professional services were then being utilized by the Village, but all of the bills happened to be under the Mayor's spending limit. At the end of the day, we had a year of having no Landscape Architect being appointed, however there were bills to the tune of \$60,000-70,000. They were all split up. Most of them, if not all of them, were under the Mayor's spending limit.

Mayor Bodnar stated, the same can be said for the bills we received from Mr. DiNardo for last year. The biggest one was \$3,500.

Chairman Saponaro stated, I think we have to look at professional services and make sure that we are being transparent. If we are really going to utilize a professional service, a company or whoever it may be and we know and have a view towards that, that has to be part of what we are looking at in our budget so that when Council reviews everything, and says, I thought we weren't going to utilize this and all of a sudden there's a huge cost or expense.

Mayor Bodnar stated, I don't imagine it will be any different than what we are getting billed for now. It is certainly something we can take a look at. There's nothing to say that by switching this we would be billing for additional amounts and getting a discount on them because I don't know that we are. I think we are being billed for the work that is being done at the price that's set. Certainly if we are going to look at all of the architects, we have to look at the price they are going to charge us for the same amount of work. As far as I know, it's something we have to look at. I have asked Mr. Wynne what other communities around here have in the way of architects on staff. Highland Heights does not. Mayfield Heights does not. Lyndhurst does not. And as far as we know, we might be the only other community besides Cleveland that actually has one on staff. We have heard that but we do not know that for sure. We have to look at the statutes in terms of do we want to just leave it on the books and not doing anything about it. John Marrelli is currently performing the jobs that are listed in that statute along with two other plan reviewers. We may want to change the statute. We may want to tweak it. I think we have to look at that.

Dr. Parker stated, over the years, there has been a need. I think we need to look at what our role or plan is in terms of growth on Beta and changes throughout the community in terms of architecture and any future building. Maybe other communities don't have it, but for us, I would

think from what I have seen, there were many things that were done simply because someone lived in the Village. They were a resident of the Village. They did certain things. They put in certain time. We have to be cognizant of the fact that when we use someone and have projects we might be getting more bang for our buck. But that's not a reason in itself to do that.

Chairman Saponaro stated, certainly a consideration.

Mr. Wynne stated, from a budgeting standpoint, for professional services, say we put together a \$100,000 budget for the year. Generally we don't break it down to Council as to what the individual project is. We just spend against that line item. As long as we don't go over that \$100,000 we don't go back to Council and say this is where we are at, we need more money. Certainly if you would like to see a breakdown of that by how much was spent for the landscape architect or different things, you can take a look at that.

Chairman Saponaro stated, I think it's more of a view towards for Council's benefit so that we are not in a situation where we are saying, wait a second, we don't have one on staff, which is not a requirement, but let's make sure we understand what the end goal here is. If we are spending \$50,000 in fees, and those fees can be subsumed into someone being appointed and part of what they do in their normal scope that we would be saving on, we have to look at that. It may not be. That's what my thought process is.

Mayor Bodnar stated, no one wants to make any changes that would cost us money we don't need to spend.

Chairman Saponaro stated, right. Also, in the spirit of transparency for all of us. Council at the end of the day is charged with approving. We hear all the time, you approved all these things. If we are going to approve it, we better know what it is. So if there is a view towards that. I think we need to understand what that view is. That's really more of where the spirit of this dialogue is coming.

Mayor Bodnar stated, the flipside of that is there is a reason why the Mayor is empowered to spend up to a certain amount of money. I am not talking about architectural fees or any other fees in particular, but there is a Mayor's limit and certainly Council should be looking at whatever is spent. If you want to challenge that, you can. But to go back to Council for an expense under \$5,000 would not be feasible, I don't think.

Chairman Saponaro stated, I agree with you. But I also don't want professionals that work for the Village splitting their bills to less than \$5,000 so that they don't have to go to Council.

Mayor Bodnar agreed. That's not playing fair, splitting your bills up.

Chairman Saponaro stated, I agree with you. Instead of thinking it and not putting it on the table, I think we need to put it on the table. It certainly has felt that way for certain situations in the past and there's no this is true or not true. We just want to be out there and say as far as transparency

as Council, this is what we would like to see. To the extent we can do that, we will just keep the dialogue going and if you could just keep the dialogue with us on how you are reviewing things and what your expectations are, that's always going to be beneficial for both sides. We can then speak the same dialogue.

Mayor Bodnar replied, I will certainly do that.

Chairman Saponaro asked, anyone else on this discussion? There were no further comments.

**11. CodeRed extension for 1/13/16-1/12/17 (\$4,510)  
CodeRed Weather Warning extension for 1/13/16-1/12/17 (\$2,500)  
(ECN Intermediate Holdings, Inc.)**

Chief Edelman reported, this is the final year of a three year contract. It's the same amount we have spent for the last two years.

Chairman Saponaro asked, when do we start negotiating the next contract?

Chief Edelman replied, I don't know if it's much of a negotiation, but toward the end of the year, they will send information to us.

Chairman Saponaro asked, any questions on this? The total amount is \$7,010.

**12. Cleaning Services for Police Station – 2016 (Camco Cleaning Co. - \$7,884)**

Chairman Saponaro stated, we talked about this earlier.

Chief Edelman added, it has not gone up for the last two to three years.

Mr. Metzger added, that will stay consistent. No change.

Chairman Saponaro asked, even with the new dispatch, it should not make a difference?

Chief Edelman replied, no.

Chairman Saponaro asked, any questions on this? There were none.

**13. LEADS access fee with a DMVPN connection (Treasurer, State of Ohio - \$7,200)**

Chief Edelman stated, this is our dedicated DMVPN for LEADS access.

Chairman Saponaro asked, Dynamic Multi-Point Virtual Private Network?

Chief Edelman replied, yes.

Chairman Saponaro asked, any questions? There were none.

**14. R/M CAD System (TAC Management Co. - \$11,568.00)**

Chief Edelman reported, this is our maintenance contract for our CAD system.

Chairman Saponaro asked, R/M being repair and maintenance?

Chief Edelman replied, yes.

Chairman Saponaro asked, any questions? There were none.

**ANY OTHER MATTERS**

Chairman Saponaro asked, any other items or expenditures coming up that we should be aware of?

Ms. Wolgamuth replied, Community Partnership on Aging renewal will be coming up next month. It looks like there is going to be a slight increase, but for us it looks like about \$400 for the year. I am getting those numbers and our participation numbers for this year.

Dr. Parker asked, participation and utilization?

Ms. Wolgamuth replied, yes.

Mr. Wynne stated, also up for reappointment this year is the Animal Warden. I received their proposal over the holidays. I had a bunch of questions on items. I will be discussing that with them.

Chairman Saponaro asked, any other matters?

Chief Carcioppolo replied, I just received the bill today for our hydrant fees.

Chairman Saponaro asked, has it increased or pretty much stayed the same?

Chief Carcioppolo replied, pretty much the same. About \$8,300.

Dr. Parker stated, in the past, we have had issues where we have been unsatisfied with their maintenance of the hydrants. Do we still have any issues? Are things being taken care of the way they need to be?



Chief Carcioppolo replied, as good as they can be. They seem to be more responsive. They have gone through a lot of changes down there over the last couple months. At least over the last half of the year, there's always a different person down there. They are always going to outsource their stuff because they can't possibly prepare all of the hydrants.

Mr. Metzger stated, they are more responsive than they were.

Chairman Saponaro stated, we are going to come on the season where you see a lot of water lines breaking. If they have been true to form in the last years, it will run for weeks. Obviously that is going to have an effect on hydrants. What type of influence, certainly from a safety standpoint do we have?

Chief Carcioppolo replied, when we go out and flush hydrants or get called in for a broken one, we will report it that day to Cleveland Water and attempt to follow up on it. We don't really have any jurisdictional authority to say they have to come and fix this right now.

Chairman Saponaro asked, who do they answer to? PUCO? Does it go back to the municipality if we need to apply pressure, especially in a situation where there is a hydrant that is jeopardized?

Chief Carcioppolo replied, we do carry enough hose that we can stretch multiple hydrants. If one hydrant is broken, we can put a hose to another.

Chairman Saponaro stated, but that takes more time.

Chief Carcioppolo replied, it does. It takes more time.

Mr. Diemert stated, we threaten contractually. We do have a contract. They are obligated to meet those safety requirements.

Chief Carcioppolo stated, I call them and plead with them personally.

Mr. Diemert stated, following up with letters from our office helps.

Chairman Saponaro stated, it's coming up. There's going to be water breaks.

Mr. Diemert stated, they have had such delays in some of my cities that we have had to run lines to service properties and make them available for possible emergencies. The cost of all of the administrative service gets billed back to them and they pay it.

Chairman Saponaro stated, that's good to know.

Mrs. Mills asked, is there any way in the wintertime the hydrants can be staked?

Chief Carcioppolo replied, we go and dig out hydrants.

Mrs. Mills stated, one of the firemen at one time created a stake that went on top of the hydrant with a little flag to denote the hydrant.

Chief Carcioppolo replied, they do sell devices like that that you can put on a hydrant. If you would like us to put those on, I am sure we can do that. But I don't know that it is that necessary.

Mrs. Mills replied, this year not so far, but last year our hydrants were buried most places.

Chairman Saponaro stated, it's something to look into. Certainly there may be areas that require it more than other areas.

Mr. Jerome stated, especially ones by the driveway, not running into it with your car.

Chief Carcioppolo stated, it is actually incumbent upon the homeowner to keep that clear including vegetation in the summertime. They don't always do that, but it is an extra burden to place on my department to clean all of the hydrants in front of everyone's house.

Mrs. Mills stated, I am not saying cleaning, I am saying staking them.

Chief Carcioppolo replied, I understand that. It would be news to me if someone did not know the location of a fire hydrant when they arrive to the scene.

Chairman Saponaro stated, that's agreeable, but if it is by a residence and someone is parking or pulling off and it's covered and they may not know, we could have damage. It's more about that versus you guys knowing. You guys of course know. It's more of we don't want someone knocking them over. If we could just check into it. It may be a small cost to make people feel more comfortable.

Chairman Saponaro asked, anything else? There were no further matters.

There being no further business, the meeting adjourned at 7:45 p.m. The next Finance Committee meeting is scheduled for Tuesday, January 19, 2015 at 7:30 p.m. in the Main Conference Room.

Respectfully submitted,

  
Mary E. Betsa, Clerk of Council