

**City of Maple Heights**  
**Caucus and Regular Council Meeting Minutes**  
**Maple Heights Senior Center**

**March 2, 2016**

**MEETING CAUCUS**

Council President Richard Trojanski called the Caucus to order at 6:30 p.m. with the following Council members present: Trojanski, Shenett, Jones, Miller, Jackson, Madden, Thomas and Agee. Also present were Mayor Annette M. Blackwell, Law Director John Montello, Finance Director Irene Crowell, Police Chief John Popielarczyk, Fire Chief Vito Kavaliunas, Human Services Director Linda Vopat, Service Director Dennis Lew, City Engineer Ed Hren and Council Clerk Leonette Cicirella.

Council Ebony Miller announced that the Finance Committee will be meeting on Wednesday, March 9<sup>th</sup> at 7:30 p.m. in Room 7 after the Open House to discuss the appropriations and substantiating documentation.

Mr. Trojanski announced that there will be two (2) special presentations at the council meeting to the police officers involved in the water rescue of the driver involved in the recent accident on I-480. The first will be by Chief Popielarczyk and Mayor Blackwell which will be a Department Commendation and a Letter of Commendation from Rep. John Barnes. The second Proclamation will be presented by Councilman Shenett on behalf of the Council.

Moving to the legislation, Mayor Blackwell said she will be withdrawing **Resolution 2016-17** regarding the contract for human resource services. Mr. Trojanski said **Ordinance 2016-18** which concerns the appropriations for the 2016 fiscal year will be on second reading.

Regarding **Resolution 2016-20**, Mr. Trojanski asked City Engineer Ed Hren to discuss this legislation. Mr. Hren said this resolution is for the contract with QCI which has been the City's construction inspection firm since the mid-80's and that he has worked with the company in many communities regarding numerous construction projects. Mr. Hren said the company serves as the eyes and ears of the engineer and the City during construction projects. He said the inspection company will either be a subcontractor to the engineering firm or has a contract directly with the City which what this legislation would be. Mr. Hren said the greatest value of the company is its record-keeping for the projects. He said the company has a representative on site at all times who reports daily via electronic reports which helps to make sure the work is done properly and help to more accurately pay the contractors.

Law Director Montello said the company is very familiar with the City which will help when it works on the City projects.

Councilman Jackson asked if the company provide the City with the prevailing wage reports. Mr. Hren said usually the contractors submit the payroll reports directly to the City. Mr. Jackson asked about the minority business information to which Mr. Hren responded that the company does not govern the percentage of work assigned to minority businesses. Mr. Hren said the contract work is based upon the grant agencies who follow state and federal guidelines for small and minority owned businesses.

Councilman Shenett asked if this was a renewal of a contract or a new contract. Mr. Montello said this is a new contract since the renewal contract was not signed by the Mayor when it was originally sent

to the City. Mayor Blackwell said she did not sign the contract until she was able to meet with the company.

Mr. Hren recommended approval of the contract and asked council to consider passing it tonight. Mr. Trojanski asked Council to suspend the rules which was the consensus of Council.

Mr. Trojanski asked Mr. Jackson so discuss **Resolution 2016-21** designating March as MS Awareness Month. Mr. Jackson said he has left information on the back table which describes what the disease is and how it affects people. He also said he wanted to make people aware of the MS Walk which will be held in Cleveland.

Mr. Trojanski asked who would be interested in co-sponsoring the legislation. It was the consensus of Council that all would be added as co-sponsors.

Regarding **Resolution 2016-22**, Mr. Trojanski asked City Engineer Ed Hren to discuss this resolution. Mr. Hren said the legislation authorizes him to prepare the plans and specifications for the Stafford Park Resurfacing Project and to advertise for the bids. Mr. Hren said this project is funded by the 2015 CDBG grant received by the City in the amended amount of One Hundred Forty-Eight Thousand, Eight Hundred Fifty Dollars (\$148,850.00) to resurface two (2) access roads to Stafford Park (Mayville Avenue and Auburn Avenue). Mr. Hren asked Council to pass the legislation tonight so he could set an aggressive schedule to bid and complete the project within the same construction season which helps ensure that the City will receive future grants. Mr. Hren said these block grants are through the County Department of Development which works well with him and Ms. Crowell to get the City reimbursed as soon as possible, recognizing the City's financial situation. He said these are "reimbursement grants" which require the City to pay for the work and supplies and then get paid from the grant.

More specifically, Mr. Hren said the grant agreement requires the project to be bid prior to June 15, 2016 and 50% of the project to be completed by August 18, 2016. He said given this timeframe, he would bid the project in early May, award the contract at the first council meeting in June and work to have the project completed prior to school opening in August/September 2016.

Mr. Shenett asked if there was a minority component to this project contract. Mr. Hren said this is part of the contract documents according to the grant requirements. He said approximately 15% to 30% of the bids will be to minority business enterprises, small business enterprises and women-owned enterprises.

Mr. Jackson asked where the line will be for the Mayville entrance on Libby Road and if it could go past the parking lot. Mr. Hren said if the contract price comes in low, there will be funds available to take it out to maybe 600 feet. He said the contract price will depend on the price of asphalt at the time of the bids since the project estimated asphalt to be about One Hundred Ninety Dollars (\$190.00) a cubic yard. Mr. Hren said the project will be "spec-ed" to the beginning of the parking lot and if money is available it will continue to the pool. Councilwoman Jones asked if the resurfacing had to stop at the street since the pool would be City-owned property or can funds be used for that area. Mr. Hren said this grant would allow the funds to be used for City -owned property.

Mr. Montello asked which side of Libby Road will this work be done to which Mr. Hren answered the south side. Mr. Hren said there is the Libby Road Project also scheduled, he will have the contractors

work together with the projects and would include language requiring them to work with ODOT to coordinate the work.

Mr. Trojanski asked Council to approve this legislation by suspension of the rules.

Mr. Trojanski asked if there were any announcements. Ms. Jones announced that next Tuesday, March 8<sup>th</sup>, there will be a Housing Committee Meeting in Room 7 at 6:30 p.m. Mayor Blackwell announced that this past week she and Mr. Montello met with Judge Nicastro and several of her staff from the Garfield Municipal Court regarding the City's Mayor's Court. The Mayor said due to the declining number of citations being issued by the City and declining revenues and money owed to the Municipal Court, Judge Nicastro intended to close our Mayor's Court. The Mayor said her Administrative Assistant Jonathan McDonald performed an audit of Mayor's Court and submitted his analysis at this meeting which resulted in the Court being able to stay open. The Mayor said at some point however, fees will need to be raised since the fees have not been adjusted since 2008 and has asked Magistrate George Simon to help work on this issue.

The caucus meeting adjourned at 6:50 p.m.

### **REGULAR MEETING OF COUNCIL**

Council President Trojanski called the meeting to order at 7:00 p.m. with the following Council members present: Trojanski, Shenett, Jones, Miller, Jackson, Madden, Thomas and Agee. Also present were Mayor Annette M. Blackwell, Law Director John Montello, Finance Director Irene Crowell, Police Chief John Popielarczyk, Fire Chief Vito Kavaliunas, Human Services Director Linda Vopat, Service Director Dennis Lew, City Engineer Ed Hren and Council Clerk Leonette Cicirella.

Councilwoman Tanglyn Madden gave the invocation and led the Pledge of Allegiance to the Flag. Council Clerk Leonette Cicirella called the roll.

**ADDENDUM:** There was no addendum.

**MINUTES:** The minutes of the January 20, 2016 regular meeting of council were not available at this time due to a technical issue.

**COMMUNICATIONS:** None.

**COMMITTEE REPORTS:** None.

**SPECIAL PRESENTATIONS:** Police Chief Popielarczyk and Mayor Blackwell presented Police Department Commendations and a Special Proclamation by State Representative John Barnes to each of the four (4) Police Officers involved in the water rescue of the driver involved in the traffic accident on I-480: Sgt. Robert T. Voll, Cpl. Matthew Rhodes, Police Cadet Derek Jiveden and Captain Todd Hansen.

Councilman Stafford L. Shenett, Sr. presented a Proclamation to each of these Officers on behalf of all of the Council Members honoring them as exceptional members

of the Maple Heights Police Department for their acts of bravery and selfless courage during this emergency.

## **DEPARTMENT REPORTS:**

**Fire Department** – Chief Kavaliunas reported the calls to date for the Fire Department are 851 and that the Fire Department responded to the following emergencies:

On Sunday, February 21, 2016 a vehicle exited E. 141<sup>st</sup> Street, crossed Rockside Road damaging a barn and struck the house located at 14009 Wheeler Avenue, causing significant damage and injuring the driver who was transported to the hospital;

On Thursday, February 25, 2016, there was a garage fire at 19705 Libby Road, not injuries reported;

On Friday, February 26, 2016 assisted the North Randall Fire Department with a 2-alarm hotel fire at 4751 Northfield Road, no injuries reported;

On Saturday, February 27, 2016, a medical emergency in which a 3-month old infant was in full cardiac arrest. The Chief said the paramedics successfully resuscitated the patient and transported to the hospital and was happy to report the child was stable and improving. Chief Kavaliunas concluded his report by reminding the residents the Fire Department has aluminum can collection at both the Dunham Road and Warrensville Center Road Fire Stations and the Warrensville Center Station also has a paper recycling dumpster.

**Law Department** - Mr. Montello congratulated the Police Officers who were involved in the rescue of the driver as the result of the accident on I-480 last month. Mr. Montello said he recently attended a seminar which discussed the Ohio Sunshine Laws and also reviewed the 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> Amendments regarding housing code issues. Mr. Montello said the seminar focused on the topics of rental licenses, administrative search warrants, EPA issues and also economic development issues.

**Police Department** – Chief Popielarczyk reported that the Police Department calls for service are 3,435 for the year to date and that he recently attended the District 3 Block Watch Meeting which was well-attended. The Chief said a number of issues were discussed at this meeting and he was pleased to announce that information which was received from this meeting resulted in two (2) arrests. Chief Popielarczyk said there would be two (2) other Block Watch Meetings coming up soon – Councilwoman Thomas from District 6 will be hosting one this Saturday from 12 to 2:00 p.m. at the Library and also Councilman Shenett from District 1 will be hosting one on March 12 at the Library from 1:00 p.m. to 3:00 p.m. The Chief encouraged residents to attend these meetings.

**Human Service Department** – Mrs. Vopat announced that March 14<sup>th</sup> would be the last day for the March Primary Election ballots to be delivered to the Board of Elections. She said the ballots must be at the Senior Center by 9:00 a.m. on that day. Mrs. Vopat said there will be representative from the Greater Cleveland Regional Transit Authority (GCRTA) at the Senior Center on March 8<sup>th</sup> at 11:00 a.m. to discuss the reductions in transit service and fare increases being proposed. Mrs. Vopat also announced that the Cleveland Federation of Community Leadership Initiative approached the City to work with them on a project regarding the mortgage crisis and its impact on our residents. She said the organization will be hosting a “Meet and Greet” at the Senior Center on March 22<sup>nd</sup> at 11:00 a.m. and is also planning a forum in April

with various agencies who could assist residents experiencing mortgage problems. Mrs. Vopat concluded her report with a reminder that the Easter Fest is returning this year. She said the Easter Fest will be Saturday, March 19<sup>th</sup> in Southgate at 5333Warensville Center Road. Mrs. Vopat was pleased to announce that everything for this activity was being donated and listed the following donors: Southgate donated the space and an additional cash donation in the amount of Two Hundred Fifty Dollars (\$250.00); Pepsi will be providing the pop; Mr. Chicken will be providing the lunch for the children; the Friends of the Library made a donation; a resident made a cash donation in the amount of One Thousand Dollars (\$1,000.00); WalGreen's will be sponsoring the Pictures with the Easter Bunny; and students from the Maple Heights City Schools will paint the windows and members of the National Honor Society will offer face painting for the children.

**Finance Department** – Ms. Crowell said that the Finance Department is working on the 2015 audit and continuing work with the Fiscal Commission for the City. She said at their meeting last week the Financial Supervisors reviewed the plan which the required procedure before it is submitted to Council for approval. Ms. Crowell also stated that the 2-16 Budget will be submitted to the Commission first before being presented to Council. Ms. Crowell said the City's cash position in increased from last month, due to an increase in RITA collections by 8%. She said revenue also increased due to the City receiving the second advance of the property tax payments from the County. Ms. Crowell said the cash balance is now over One Million Dollars (\$1,000,000.00) versus last month which was approximately Seven Hundred Thousand Dollars (\$700,000.00). She said the City is managing the expenses and revenue according to the Plan and that the 2016 Budget has a projected savings of about Five Hundred Thousand Dollars (\$500,000.00) in the General Fund which is in line with the Plan to reduce the deficit accordingly.

**Service Department:** Mr. Dennis Lew reported that both the cold patch usage and salt use were low for this time of year due to the warmer weather. He said there were twenty-five (25) Cleveland Water Department jobs for the month. Mr. Lew said he has been working closely with Waste Management to prevent missed trash pick-ups. He also reported that the lights were fixed in the municipal lot and that he is working with First Energy to get the lights repaired on the Libby Road Bridge which is an engineering problem for the utility company. Mr. Lew concluded his report by advising residents to contact First Energy directly if they notice street lights out.

**CITIZENS COMMENTS:** None.

**LEGISLATION:**

**RESOLUTION NO.: 2016-17**

**A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A ONE (1) YEAR AGREEMENT WITH CONNECTED BUSINESS SERVICES, LLC TO PROVIDE HUMAN RESOURCE SERVICES FOR THE CITY OF MAPLE HEIGHT AND DECLARING AN EMERGENCY**

This Resolution was withdrawn by Mayor Blackwell as the introducer of the legislation.

**ORDINANCE NO.: 2016-18**

**AN ORDINANCE TO MAKE APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES FOR THE CITY OF MAPLE HEIGHTS, COUNTY OF CUYAHOGA, STATE OF OHIO, FOR THE FISCAL YEAR ENDING DECEMBER 31, 2016, AND DECLARING AN EMERGENCY**

This Resolution was on its Second reading.

**RESOLUTION NO.: 2016-20**

**A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A TWO (2) YEAR CONTRACT WITH QUALITY CONTROL INSPECTION, INC. (QCI) TO PROVIDE INSPECTION SERVICES FOR CONSTRUCTION PROJECTS IN THE CITY OF MAPLE HEIGHTS AND DECLARING AN EMERGENCY**

Mr. Jackson made a motion, seconded by Ms. Jones to suspend the rules and place this resolution on its third and final reading. All voted aye, none opposed, the motion passed.

Mr. Jackson made a motion, seconded by Ms. Thomas to adopt the legislation. All voted aye, none opposed, the motion passed. The Resolution passed and will become law upon the Mayor's signature.

**RESOLUTION NO.: 2016-21**

**A RESOLUTION DESIGNATING MARCH 2016 AS "MULTIPLE SCLEROSIS EDUCATION AND AWARENESS MONTH" IN THE CITY OF MAPLE HEIGHTS AND DECLARING AN EMERGENCY**

Ms. Madden made a motion, seconded by Ms. Jones to suspend the rules and place this resolution on its third and final reading. All voted aye, none opposed, the motion passed.

Mr. Jackson said there was information on the back table regarding multiple sclerosis and the various physical problems the disease causes depending on where the scaring occurs in the body such as on the brain, spinal column or internal organs. He also said there were new treatments being developed for the disease. Mr. Jackson announced there would be an upcoming Walk for Multiple Sclerosis to be held in Cleveland.

Ms. Jones made a motion, seconded by Ms. Miller to adopt the legislation. All voted aye, none opposed, the motion passed. The Resolution passed and will become law upon the Mayor's signature.

**RESOLUTION NO.: 2016-22**

**A RESOLUTION AUTHORIZING THE CITY ENGINEER TO BEGIN THE PREPARATION OF PLANS AND SPECIFICATIONS AND TO ADVERTISE**

**FOR BIDS FOR THE STAFFORD PARK ENTRANCE ROAD RESURFACING PROJECT IN THE CITY OF MAPLE HEIGHTS AND DECLARING AN EMERGENCY**

Mr. Jackson made a motion, seconded by Mr. Shenett to suspend the rules and place this resolution on its third and final reading. All voted aye, none opposed, the motion passed.

Mr. Shenett said this was the second project presented by Council and he commended the Administration and City Engineer for securing the funds for these projects. Mr. Shenett said he was pleased that these projects will afford opportunities for minority businesses, small businesses and women-owned businesses.

Mr. Jackson said this was actually the third project for the City and said that the repair work to Stafford Park will give residents and visitors a good view of the City. Mr. Jackson also wanted the residents to know that this project was being funded by a community block grant.

Ms. Madden made a motion, seconded by Ms. Thomas to adopt the legislation. All voted aye, none opposed, the motion passed. The Resolution passed and will become law upon the Mayor's signature.

opposed, the motion passed. The Resolution passed and will become law upon the Mayor's signature.

**EXPENDITURES OVER \$1,000.00:** There were no expenditures over \$1,000.00 for review.

**MAYOR'S REPORT:** Mayor Blackwell said she was honored to recognize the outstanding officers in the Police Department and thanked Council for their additional recognition of these officers. The Mayor reminded residents of the upcoming City Hall Open House to be held on Wednesday, March 9<sup>th</sup> from 6:00 p.m. to 7:30 p.m. She said the Open House will allow the residents to see where and how the City works for them, increasing transparency and trust in their City officials and employees.

The Mayor said the City is still in the process of transition and is seeking to add qualified applicants to some positions or perhaps outsource the positions if special skill sets are involved. She said these decisions will be made carefully given the City's economic position which makes it difficult to recruit employees.

Regarding new businesses in the City, Mayor Blackwell announced that Forman Mills will have its Grand Opening at Southgate on March 11<sup>th</sup> which will be discussed in more detail in the District 7 Council Report.

Mayor Blackwell said she will be attending State of the City addresses by Bedford Heights Mayor Fletcher Berger and City of Cleveland Mayor Frank Jackson. The Mayor also said a dialogue with the City of Maple Heights schools has begun with a meeting which involved her

administration, Council; President Trojanski and School Superintendent Dr. Keenan. The Mayor said one of the topics discussed was expanded youth programs and year-round youth recreational activities.

Mayor Blackwell thanked Linda Vopat in her efforts to secure the Community Awareness Grant regarding recycling and announced that she was receiving housing market information from a couple of different realtors and realtor organizations that she would be forwarding to the Council Housing Committee.

### **COUNCIL REPORTS:**

**Councilwoman Tanglyn Madden, District 5** announced that the District 5 first Block Watch Meeting will be held on March 31<sup>st</sup> from 6:00 p.m. to 8:00 p.m. at the Library to discuss safety issues, educational opportunities and there will be a representative from Pure Alliance available to answer health care questions. Ms. Madden said the house on Gerard that is in serious disrepair is on the list to be demolished.

**Councilwoman Sharri Thomas, District 6** congratulated the Police Officers on their commendations. Ms. Thomas reminded residents to vote in the upcoming election. She said the District 6 March Community Meeting will be held this Saturday, March 5<sup>th</sup> from 12:00 p.m. to 1:30 p.m. at the Maple Heights Library in Room 2 and one of the topics to be discussed will be the District 6 Beautification Project. Ms. Thomas concluded her report by thanking Linda Vopat for the work she and her staff are doing with the Food Pantry.

**Councilwoman Edwina Agee, District 7** announced that Forman Mills will be hosting their Grand Opening beginning on Friday, March 11<sup>th</sup> with a ribbon-cutting ceremony at 11:30 a.m. She said Forman Mills will have various activities schedule during their Grand Opening Weekend, including polka and rock music. Ms. Agee said the Maple Heights High School Marching Band and Drill team will be performing on Saturday.

**Councilman Stafford L. Shenett, Sr., District 1** announced that the Maple Heights High School Boys Varsity Basketball Team has made it to the second round of the playoffs and will play Bedford High School at Solon on Thursday at 7:00 p.m. He asked residents to support the team and said if they win this game, the team will play in the next round on Saturday. Mr. Shenett said he is working with a free youth program to be offered in the City that will include youths from 9 to 18 years of age. He said the program will offer youth activities and mentoring opportunities. Mr. Shenett also announced that the Community Life Committee will be working with community and safety forces to host a "Hoop-It Up" Program and to introduce another program entitled Get Your Diploma for individuals 17-25 years of age who have not received a high school diploma. Mr. Shenett thanked the Mayor and Linda Vopat for working on the Easter Fest and announced that students from the High School would be adding a magic show to the Easter Fest. Mr. Shenett said the District 1 Block Watch Meeting will be held March 12<sup>th</sup> from 1:00 p.m. to 3:00 p.m. at the Maple Heights Library, Room 1. Mr. Shenett concluded his report by reminding residents that information regarding District 1 is available on the District 1 hotline at (216) 510-6340.



**Councilwoman Toni Jones, District 2** announced that there will be a Housing Committee Meeting on Tues, March 7<sup>th</sup> at 6:30 p.m. in Room 7 and that the realtor's information and findings which Mayor Blackwell mentioned in her report will be one of the topics to be discussed at this committee meeting. Ms. Jones also announced that at Garfield Heights Public Library there will be a housing forum on Saturday, March 5<sup>th</sup> from 9:00 a.m. to 1:00 p.m. She said Judge Pianka from the Cleveland Housing Court will discuss what landlords need to know which would be good information not just for landlords, but also tenants. Ms. Jones said she will be attending a meeting at Cleveland State which will discuss the possibility of securing money from the state demolition fund to use for people in need of help paying their property taxes. Ms. Jones concluded her report with the announcement that the Cleveland Tenant's Organization (CTO) has a new website which has more detailed information available.

**Councilwoman Ebony Miller, District 3** announced that the Finance Committee will meeting on Wednesday, March 9<sup>th</sup> at 7:30 p.m. (after the City Hall Open House) in Room 7 to discuss the 2016 Budget. Ms. Miller thanked Chief Popielarczyk for helping the District 3 resident concerned about the junk in a neighbor's yard.

**Councilman Ron Jackson, District 4** thanked Mayor Blackwell for her e-mail informing council of the new employees in the City and commended the Mayor for her efforts to move the City forward. Mr. Jackson also commended Finance Director Crowell for her work to get the plan and budget accepted by the Commission.

**Council President Richard Trojanski** announced that there will be a Special Meeting of Council scheduled to discuss the City's five (5) year fiscal recovery plan which is the City's road map to pay down the deficit, to avoid additional deficits and to come out of deficit by 2019. Mr. Trojanski also announced that tomorrow (March 3<sup>rd</sup>) the Financial Planning and Supervision Commission for the City of Maple Heights will be meeting at 3:00 p.m. at the Senior Center. Lastly, Mr. Trojanski said he will be working with the "Breaking the Chains" program to develop a program for new homeowners or renters regarding financial literacy.

There being no further business to come before this Council, Council President Trojanski adjourned the meeting at 8:00p.m.

Passed: May 18, 2016

ATTEST:

S/S Leonette F. Cicirella, Clerk of Council

