

Minutes of the Finance Committee of Stow City Council Meeting held on Thursday, April 14, 2022 at 5:45 p.m.

Any members of the public wishing to have a public comment read at a standing committee or Council meeting must provide their name, address, and comment in writing to the Clerk of Council no later than 3 P.M. the day of the meeting. Comments may be delivered in person, by mail or emailed to clerkofcouncil@stow.oh.us. Any written public comments will be read by the Clerk of Council or another appropriate meeting participant during the requested meeting.

Public comments must come directly from the person requesting the comment to be read and cannot be compiled or vetted by a third-party representative. Any public comments requested to be read shall provide their name and address for the record and shall be read in the same reasonable time permitted to those speaking in person. Any public comments submitted by persons other than the indicated (signed) party will not be read.

Committee Members Present: McIntire, Feldman, Harrison, Riehl

Committee Members Absent: None

Other Council Members Present: Fiocca, Lowdermilk, Licate

City Officials Present: Mayor Pribonic (entered at 5:50 PM), Chief of Staff/Service Director Wren, Finance Director Costello, Director of Budget & Management John Earle, Police Captain Snavely, Fire Chief Stone, City Engineer McCleary, Assistant City Engineer Jones, Law Director Syx, Deputy Clerk Mottram and Clerk of Council Villers.

Press Representatives: None

Call to Order

Chairman Harrison called the meeting to order.

Approval of Minutes

Motion made by Riehl seconded by McIntire for approval of Minutes of the Finance Committee Meeting of March 24, 2022. Vote – Yeas: McIntire, Feldman, Harrison, Riehl. Nays: None. Motion carried unanimously.

Budget/Financial Reports

Mr. Costello reported the Billing of Listing was distributed for \$2.2 million. He stated that the City has received approximately 25% of the tax returns. He notified Council and viewers that the Tax Department would have extended hours over the weekend and on Monday, April 18th to file tax returns. Residents who worked from home due to company policy should notify the tax department. The State has not made a decision on how to handle work from home during the pandemic for income tax reporting.

Mrs. Harrison rearranged the agenda this evening. The minutes were typed according to the agenda.

Business Item(s)

T-266 Amend #2022-36 – 3966 Leewood Stream Erosion Repair

AN ORDINANCE AMENDING ORDINANCE NO. 2022-36 AUTHORIZING THE DIRECTOR OF PUBLIC SERVICE TO ADVERTISE AND SOLICIT BIDS, ON BEHALF OF THE CITY OF STOW, FOR THE FOLLOWING STORM SEWER PROJECTS:

CHARRING CROSS STORM IMPROVEMENTS; 2425 SILVER SPRINGS DRIVE; DISTRICT 1 TRUNK STORM SEWER REPLACEMENT PHASE 1; DISTRICT 22 ARNDALE STORM IMPROVEMENTS; MISCELLANEOUS STORM SEWER REPAIR PROJECTS, **ADDING 3966 LEEWOOD STREAM EROSION**; AUTHORIZING AND ADOPTING PLANS AND SPECIFICATIONS PREPARED BY OR FOR THE CITY OF STOW THEREFOR; AUTHORIZING THE MAYOR TO MAKE AND ENTER INTO CONTRACTS FOR SAID SERVICES SO LONG AS PROPER AUTHORIZATION IS FIRST OBTAINED IN ACCORDANCE WITH SECTION 173.05, C.O.S., AND DECLARING AN EMERGENCY.

Mr. Jones explained he was requesting the addition of a repair project to the Miscellaneous Storm Sewer Projects in 2022. The project to be added is as follows:

- 3966 Leewood Stream Erosion - Repair the existing head-cut erosion within the stream bed to protect the loss of an existing structure and the future undermining of Leewood Road. The estimated cost of the project is \$50,000.

Motion made by McIntire seconded by Harrison to forward to this evening's Regular Council Meeting. Vote – Yeas: Harrison, McIntire, Feldman, Riehl. Nays: None. Motion carried unanimously.

T-267 Paul Hrnchar Ford Mercury (Fairway Ford) – 2022 Ford F350 Crew Cab – Fire Dept.

AN ORDINANCE AUTHORIZING AN EXPENDITURE FOR THE PURCHASE OF A 2022 FORD F350 CREW CAB 4x4 PICK-UP TRUCK FROM VENDOR, PAUL HRNCHAR FORD-MERCURY, INC. (FAIRWAY FORD), FOR USE BY THE FIRE DEPARTMENT, WITHOUT THE NECESSITY OF PUBLIC BIDS, AND DECLARING AN EMERGENCY.

Chief Stone requested non-bid legislation to authorize the expenditure of up to \$55,210.00 to Paul Hrnchar Ford Mercury Inc for the purchase of a 2022 Ford F350 crew cab pickup truck for the Fire Department.

Normally this would be a "State Bid List" item but due to supply issues, this option was not available. We informally reached out to both a Dodge and Chevrolet dealer and they confirmed that no one was currently able to order a heavy duty truck. Fairway Ford stated that fleet/government orders are not currently open from Ford but they would be willing to build a truck to our specifications. Delivery time was estimated at 6-10 weeks.

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This expense was part of the Capital Budget and will be replacing V389, a 2004 Ford F150.

Motion made by Harrison seconded by Riehl to forward to this evening's Regular Council Meeting. Vote – Yeas: Harrison, McIntire, Feldman, Riehl. Nays: None. Motion carried unanimously.

T-268 MARS Electric Company – New Light Poles and Lights – SKiP Playground

AN ORDINANCE AUTHORIZING EXPENDITURES FOR THE PURCHASE OF SEVENTEEN (17) LIGHT POLES WITH LED LIGHTS, FROM MARS ELECTRIC COMPANY FOR SKIP PLAYGROUND, WITHOUT THE NECESSITY OF PUBLIC BIDS.

Mr. Wren requested legislation to authorize the expenditure of up to \$39,100.74 to Mars Electric for the purchase (17) poles and LED lights for SKIP playground. Mars Electric was used so that these lights would match the lights around the Service Department pond which is in the same general area as SKIP playground.

Motion made by Harrison seconded by Riehl to forward to this evening's Regular Council Meeting. Vote – Yeas: Harrison, McIntire, Feldman, Riehl. Nays: None. Motion carried unanimously.

T-269 Shaw Industries – City Hall & Safety Building Carpet

AN ORDINANCE AUTHORIZING EXPENDITURES FOR THE PURCHASE OF CARPET, FROM SHAW INDUSTRIES, INC., FOR CITY HALL (SECOND FLOOR) AND SAFETY BUILDING (COMMUNITY ROOM), WITHOUT THE NECESSITY OF PUBLIC BIDS, AND DECLARING AN EMERGENCY.

Mr. Wren requested authorization of an expenditure of \$43,819.55 with Shaw Industries Inc. for the purchase of carpet for City Hall and the Safety Building community room. Shaw Industries was the State of Ohio awarded vendor for the expense. This expense was part of the Capital Budget.

Motion made by Harrison seconded by Riehl to forward to this evening's Regular Council Meeting. Vote – Yeas: Harrison, McIntire, Feldman, Riehl. Nays: None. Motion carried unanimously.

T-270 Moral Claim – James Schmidt – Vehicle Damage

AN ORDINANCE AUTHORIZING AN EXPENDITURE TO JAMES SCHMIDT, STOW RESIDENT, AS SETTLEMENT OF HIS MORAL CLAIM AGAINST THE CITY FOR DAMAGE INCURRED TO HIS VEHICLE AS A RESULT OF A COLLISION WITH A CITY OF STOW STREET DEPARTMENT DUMP TRUCK, AND DECLARING AN EMERGENCY.

Mr. Wren stated that he emailed City Council the context of the claim. As City Service Department employee's car was parked at the service center. While parked, a truck the mechanics were working rolled into his vehicle causing damage to the passenger side door and fender. The air brakes were being worked on by the mechanics and the air brakes malfunctioned which caused the truck to roll forward. Due to the fact that the claim is in excess of \$1,000, it has to appear before Council.

Motion made by Harrison seconded by Riehl to forward to this evening's Regular Council Meeting. Vote – Yeas: Harrison, McIntire, Feldman, Riehl. Nays: None. Motion carried unanimously.

T-271 Renewal 5-year Intergovernmental Agreement w/Summit County, Akron, Barberton, Cuyahoga Falls and Tallmadge (Amend #2017-86)

AN ORDINANCE AUTHORIZING THE MAYOR TO RENEW A FIVE-YEAR INTERGOVERNMENTAL AGREEMENT WITH SUMMIT COUNTY, AKRON, BARBERTON, CUYAHOGA FALLS, AND TALLMADGE FOR JOINT USE OF A CASE MANAGEMENT SYSTEM KNOWN AS MATRIX, WITHOUT THE NECESSITY OF PUBLIC BIDS, AND AUTHORIZING EXPENDITURES FOR SAID PURCHASE.

Mrs. Syx stated that this software is used for case management criminal records and police records department tracking. All cities listed in the Ordinance title use the software to forward information to the County.

Motion made by Harrison seconded by Riehl to forward to this evening's Regular Council Meeting. Vote – Yeas: Harrison, McIntire, Feldman, Riehl. Nays: None. Motion carried unanimously.

T-272 Motorola Solutions – Body Cam Replacement Plan – Partial Grant (5 yr)

AN ORDINANCE AUTHORIZING AN EXPENDITURE, AS WELL AS AN ACCEPTANCE OF GRANT FUNDING, FOR THE PURCHASE OF A 5-YEAR BODY CAMERA REPLACEMENT PLAN FROM MOTOROLA SOLUTIONS, INC., FOR USE BY THE STOW POLICE DEPARTMENT, WITHOUT THE NECESSITY OF PUBLIC BIDS, AND DECLARING AN EMERGENCY.

Captain Snavelly requested the grant of \$53,005 be accepted from Ohio Department of Public Safety's Office of Criminal Justice Services and legislation to authorize the expenditure of up to \$206,660.00 to Motorola Solutions for the 5-year body camera replacement plan. The 5-year replacement plan would cover body cameras, all the ancillary equipment and cloud storage for 5-years' time.

This item included on the 2022 Capital Budget and although the calculated plan is a cost of \$41,332 per year for 5-years. The grant makes the actual cost to the City \$4,592 in year 1 and \$25,067 in year 2. Years 3-5 would be \$41,332 but the Police Department plans on applying for another grant in year 3.

Motion made by Harrison seconded by Riehl to forward to this evening's Regular Council Meeting. Vote – Yeas: Harrison, McIntire, Feldman, Riehl. Nays: None. Motion carried unanimously.

T-273 Henderson – New Dump Body & Plow Package

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH HENDERSON PRODUCTS, INC., AND AUTHORIZING EXPENDITURES FOR THE PURCHASE OF NEW DUMP BODY & PLOW PACKAGE FOR USE BY THE STREET DEPARTMENT, WITHOUT THE NECESSITY OF PUBLIC BIDS, AND DECLARING AN EMERGENCY.

Mr. Wren requested authorization of the expenditure of up to \$146,943.30 to Henderson Products Inc for the purchase of a dump body and plow package. This is the body and plow for previously approved tandem axle cab & chassis (Ordinance 2022-47) to be used by the Street Department. This vehicle would be replacing V338, a 2002 International. Henderson Products was the awarded Sourcewell contract

holders for these products. Mr. Wren noted that this company's schedule had changed and the vehicle could be ready earlier than expected.

Motion made by Harrison seconded by Riehl to forward to this evening's Regular Council Meeting. Vote – Yeas: Harrison, McIntire, Feldman, Riehl. Nays: None. Motion carried unanimously.

MOTIONS:

Promote – Jamie Twigg – Accounting & Records Supervisor

Mr. Costello stated on March 24th, City Council approved replacement of the Finance Department's retiring Accounting & Records Supervisor, Reed Urie. After posting the job notice internally last week, an excellent candidate, who was a current City employee, has applied for the position.

It was my intent to promote Jamie Twigg, our current Payroll Specialist, to the soon-to-be-vacant Accounting & Records Supervisor position in the coming weeks. She was highly-qualified, has an excellent background in government service and is currently pursuing a bachelors' degree in accounting. Once appointed, with Council's approval, she will be training under Ms. Urie to make the transition to become the Finance Department's Accounting & Records Supervisor.

Motion made by Harrison seconded by McIntire to approve the promotion of Jamie Twigg to Accounting & Records Supervisor. Vote – Yeas: Harrison, McIntire, Feldman, Riehl. Nays: None. Motion carried unanimously.

Hire – Payroll Specialist – Finance Department

Mr. Costello requested authority to replace Ms. Twigg as the Finance Department's Payroll Specialist. The transition to new occupants of the Accounting and Payroll positions in the Finance Department will be a difficult and time-consuming process. It would be imperative that we proceed with both replacements now to ensure that the transition for each of these critical functions will be successful for the City.

2021 Compensation Structure - Payroll Specialist: \$24.48 - \$32.38 per hour

Reason for Request: Vacancy due to Promotion

Motion made by Harrison seconded by McIntire to approve the hiring of a Payroll Specialist in the Finance Department. Vote – Yeas: Harrison, McIntire, Feldman, Riehl. Nays: None. Motion carried unanimously.

REMONSTRACNE PERIOD

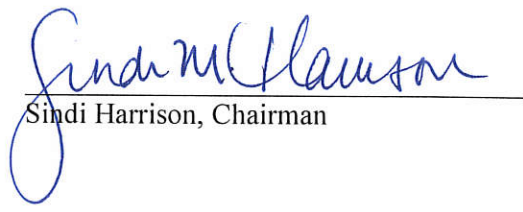
Ed Davidian, unknown address, addressed Council regarding Stow-Municipal Court Judge Hoover's disciplinary from the Council of the Supreme Court. Mr. Davidian mentioned a letter he sent to Council members prior to tonight's meeting. He was concerned about the treatment of the people who were unable to pay their fines. He cited two situations.

Adjournment

Motion made by Harrison seconded by McIntire to adjourn. Vote – Yeas: Harrison, McIntire, Feldman, Riehl. Nays: None. Motion carried unanimously.

The meeting adjourned at 6:06 p.m.


Lorree Villers, Clerk of Council


Sindi Harrison, Chairman

Minutes prepared by:


Sonya Mottram, Deputy Clerk of Council