



## COMMITTEE WORK SESSION NOVEMBER 16, 2015

Committee Members Present:        Scott Pelot  
   Dennis McGlone  
   Dennis Pierson  
   Paul Tousley  
   Charlotte Whipkey  
   Rick Rodgers-Excused

Also Present:                                Mayor Mike Zita  
   Valerie Wax Carr  
   Ron Messner  
   Justin Markey  
   Karla Richards

The Committee Work Session convened on Monday, November 16, 2015 at 7:00 PM, in the Council Chambers of the Safety Administration Building. The meeting was called to order by Charlotte Whipkey, Vice President of Council. Following a salute to the flag and the Pledge of Allegiance, there was a moment of silent prayer.

### **General Topics of Discussion:**

#### **2016 Annual Budget Discussions**

Mr. Pierson stated this is a continuance of the 2016 Budget and turned this item over to Mr. Messner.

#### **Police Department Page #17**

Mr. Messner noted that Chief Dalessandro is present for this discussion. Mr. Messner noted the recent request from Mr. Rodgers for percentages each department has in relation to the budget (see attached). Mr. Messner noted that the Norton Police Department is at 16% of the total budget and is the largest of the overall budget. Mr. Messner noted this department went down about 3% from last year. Mr. Messner noted there is a request for two (2) new vehicles, a speed trailer, update bullet proof vests. Chief Dalessandro stated he is requesting eight (8) new ones, they are beyond their five (5) year life cycle. Chief Dalessandro stated he has applied for a reimbursement grant for about \$500.00. Mr. Tousley asked about the speed trailer cost and Chief Dalessandro stated approximately \$7,500.00. Chief Dalessandro stated these trailers do a number of things other than track speed, it tracks numbers of vehicles in certain areas. Mr. Pierson asked Chief Dalessandro what he intends to do with this information? Chief Dalessandro stated first and foremost the trailer will educate the public and bring speeds down.

Chief Dalessandro stated the data will tell you how many were over the speed limits, what their exact speeds were, etc. Mr. Pierson asked if we need newer software will ne required and Chief Dalessandro replied no the software is included with the trailer and all that is necessary. Mr. Pelot discussed the ages of each of the vehicles and that we had discussed in the past keeping up with our purchasing two (2) new vehicles in order to keep up with the rotation process. Mr. Pelot discussed the current funds still available for this year and if now is the time to still purchase one more vehicle to stay on track? Mr. Messner stated he supposed we could take a look at that. Chief Dalessandro stated the used cruiser we purchased in 2014 has been costly, we have spent \$6,500.00 in maintenance fees on that one so far, and we only purchased one new vehicle in 2015. Mr. McGlone asked about the two that need replaced now and how many miles they have on them? Chief Dalessandro responded one vehicle has over 130,000 miles and the other one has 150,000 miles. Mr. McGlone asked how many cars we have and Chief Dalessandro replied six (6). Mr. Messner noted that we received the DARE truck this year and Chief Dalessandro replied it was in 2014. Chief Dalessandro stated it was a gift from Fred Martin Motors as a new vehicle with fully functioning light bars and radio equipment, prisoner cage, shot gun. Mr. Pelot asked what is the next oldest vehicle and Chief Dalessandro stated our K-9 unit is the next one needing replaced with over 120,000 miles on that currently. Mr. Pelot suggested we look at replacing the K-9 vehicle and Mrs. Carr noted these figures you are looking at are up to the end of September and need brought up to date; and we can look and see what is out there. Mr. Pierson stated it was brought up about six (6) months ago that we have the specs prepared and read to go out for bids and not to wait until the last possible minute, because we are not going to bid. Mr. Pierson stated that if we are not going for bids then we need to change the City Charter, if we are not going to follow it. Chief Dalessandro stated it was his understanding that the State Bid process does fall within the Charter. Mr. Pierson argued about the bidding process and if you go with the State you very easily can get your pricing. Mrs. Carr concurred that the State Bid does follow the Charter. Mr. Pierson stated you are to follow procedures and Mayor Zita stated that the Charter does allow for the State Bid process and that's what we follow. Mrs. Carr stated that although the Charter does allow for State Bid in addition we would also look at other processes. Mr. Pierson discussed the privacy barrier between the front and back seat, and he had talked with the Chief about this. Mr. Pierson stated a lot of communities are going to SUV's and Mrs. Carr stated that's correct and we have checked on this and most of these communities also purchased theirs under State Bid. Mr. Pierson suggested we go together with other communities for better pricing. Chief Dalessandro stated the last several years we have purchased our vehicles from Fred Martin Motors and their prices are even below the state bids. Mr. Pierson argued that Chief Dalessandro has told him in the past that Fred Martin has been generous to all of the communities so why are they so generous to Norton? Chief Dalessandro stated that we get free car washes all year, in addition to free oil changes. Mr. Pierson stated he would rather not be buying used vehicles and Chief Dalessandro agreed adding that this was not his decision in the past. Mr. Tousley asked about the budget of \$52,000.0 for two (2) cruisers for 2016 and noted that we were about \$4,000.00 short for this year and questioned if \$52,000.00 was really sufficient? Chief Dalessandro stated he was confident it was, and that he will be using these older vehicles for trade in.

Mr. Tousley asked about the drop in the part time rate and why the difference in amounts from this year to next year and why its less for next year? Chief Dalessandro noted that because of the Affordable Health Care Act there have been some changes in the number of hours permitted for part time. Mr. Tousley asked about the change in fuel costs from this year to next year. Mr. Messner stated if we run short in another account, we could made adjustments. Chief Dalessandro noted we purchase our fuel from the school and Mr. Messner stated he just got the last quarter for another \$12,000.00; so we will most likely spend all of that this year. Mrs. Carr stated we can pull the mileage reports and that we do not pay retail pricing though the schools. Mr. Tousley discussed the cost for professional services and Chief Dalessandro stated this covers, OVI blood draws, polygraph exams, forensic testing. There was discussion about the increase in jail services for 2016 to \$12,000.00. Chief Dalessandro stated due to the failure of Issue 12 Summit County Sheriff has closed one section of the jail for misdemeanor offenses and he now has to send these clients to Barberton City Jail at a cost. Mr. Pierson asked about the overtime increase this year and Chief Dalessandro stated there were many retirements, one officer was on injury leave for 12 weeks. Mr. Pelot asked what is the total budget for dispatch and Mr. Messner stated we budget \$242,000.00 annually but that also includes police & fire. Mr. Messner stated tomorrow we will be meeting with SWISCOM and that New Franklin is now planning to come on board which should reduce our costs by a large amount. Mr. Messner stated we hope to have them all on board by January 1, 2016. Mr. Pierson asked about the costs for equipment and Chief Dalessandro explained this is for software from the Sundance Systems, body cameras, data storage on the cloud, Summit County Crash Team, etc. Chief Dalessandro stated if there is a major traffic accident with a fatality we call them in to assist in our investigations. Mr. Pelot asked about the body cameras and if we have enough for all officers and Chief Dalessandro replied yes and he has two (2) backups or spares and Mayor Zita stated these were all obtained with a grant. Mr. Messner discussed

#### General Government Page #20

Mr. Messner noted this is more of a catch all account. Mr. Messner stated there were some changes in IT services and with SWISCOM fees. Mr. Messner stated he is waiting for Ms. Janice Marshall from Copley to give the final costs for SWISCOM and possibly this line item may be reduced. Mr. Messner discussed the auditors services. Mr. Messner noted there was a 3.4% increase and overall is about 7% of the overall budget. Mr. Pelot asked about the jump in the IT services and Mr. Messner stated that late summer we signed on that Administration with SWISCOM and now one company is handling these services. Mr. Messner stated that this year there were five (5) or six (6) hard drives that were replaced due to their ages, and he is confident when the SWISCOM final costs come in these numbers should go down. Mr. McGlone asked about servers and storage and Mr. Messner stated the Admin server is in the finance department, the Fire and SWISCOM have their own servers. Mr. Messner noted that most of the hard drives and servers were just a band aid and have all been recently gone with fiber optics and are still playing catch up and we have made good process so far this year. Mr. Pierson asked about the cleaning contract and when is this due? Mrs. Carr stated this is a strange situation because there is no contract and she is willing to look into that.

Mr. Tousley discussed the uniform allowance and why this is at zero and Mr. Messner replied this was from the Service Department and is now in their budget. Mr. Pierson asked about the Health Service fee of \$92,000.00 and Mrs. Carr stated this is what the County fees are annually and are based on our population for various services. Mr. Tousley stated early in 2014 we passed something relating to Summit County of about \$40,000.00 and Mrs. Carr felt that could be relating to checking our outfalls and storm water regulations and is a separate contract.

### Finance Page #13

Mr. Messner stated that it's a 14% increase and is about 2.3% and as requested last year is the position of a Deputy Finance Director at about \$48,000.00 annual salary. Mr. Messner discussed the increase in maintenance software and the reason for the large increase is because we are operating with a very old software and new upgrades are now available and get upgraded with windows based software. Mr. Messner talked about having live work orders with the Service Dept. so anyone can go on line and check the status. Currently we fill out by hand a requisition for payments; which need passed through a number of department heads for approval. The time savings in addition to cost savings from the forms we use. Mr. Messner stated he would like to have a system like Barberton that backups and scan all documents and no paper is required and there are no physical filing cabinets needed. Mr. Pierson asked if that system would allow a journal entry to be done, and Mr. Messner replied no, that would still require a paper trail. Mr. Messner stated contrary to what Mr. Pierson may believe we really do not have that many journal entries here in Norton, possibly around forty (40) this year so far. Mr. Tousley asked about the health care cost, and the reduction here and Mr. Messner stated that's a good question which he will need to review further for accuracy. Mr. Messner stated the payroll clerk prepares very elaborate spreadsheets and are in extreme detail. Mr. Messner stated we may even look at a part-time Dep. Finance Director and if we do that depending on the number of hours worked, we may not have to pay the benefits. Mr. Messner stated that in this public office with the various requests from the public or **outside it's very easy to get bogged down and the day to day items.** Mr. Pierson asked if the current staff could fill this position and Mr. Messner replied no, they are not qualified and need to have a Bachelors degree at the very least. Mr. Pierson stated that going part time with the qualifications desired might be hard to fill. Mrs. Carr expressed the need for having this position filled and that because of the vacancy here it's been difficult researching and locating items.

### Income Tax Page #15

Mr. Messner discussed the use of CCA and that he would not recommend bringing this back in house in the near future. Mr. Messner discussed the line item for income tax refunds and he has worked with CCA to try and get the best estimates he can for this line item. Mr. Messner stated he would rather plan on the high side rather than estimate too low. Mr. Messner stated that with the JEDZ fees that is really a moving target and had to project. Mr. Messner stated with all of these line items; if we don't spend all of this it's not a bad thing and is where your surpluses can come from and having surpluses is not a bad thing.

#### Administration-Page #5

Mr. Messner noted the discussion last week on hiring an administrative assistant for Mr. Reynolds and if certain moves are made, potentially we have left a salary rate for a front desk position and could very well be a part time position. Mr. Messner discussed the new amount of \$10,000.00 for contact services and would be for emergency services that just come out of the sky. This could be for the expenses such as assisting residents with the storm water issues, mailings for the Nash Heights fringe area. Mrs. Carr stated another good use would be for a traffic study such as St. Rt. 261 and the light in front of the Fire Dept. Mr. Pierson asked if this is more like a petty cash account and Mr. Messner replied yes; however last year he tightened up the restrictions and accountability with the petty cash funds.

#### Law Dept. Page #22

Mr. Messner stated that there was an increase slightly for PERS for the Prosecutor fees. Mr. Messner stated there was not much change for the hourly legal fees and Mr. Pierson asked if this also includes litigation and Mr. Messner replied yes. Mr. Pierson asked about the ongoing litigation with the police department issue and questioned if that is part of the police departments budget? Mr. Messner stated he would need to clarify this. Mr. Messner noted that as we get the bills on a monthly basis he has to determine where that money is to come from such as in Councils budget.

#### Council Page #1

Mr. Messner noted the increase in Council's budget of \$12,000.00 for the special election coming in January. Mr. Tousley noted that in the General Government there is also a line item for \$16,000.00 and is this a duplicate and Mr. Messner concurred. Mrs. Richards suggested increasing the Council budget up to \$14,000.00 and Mr. Messner concurred. Mr. Messner stated he will totally delete the \$16,000.00. Mr. Pierson suggested Mr. Messner make such changes as Page #2-A with a cover memo and new pages distributing to all of Council. Mr. Jack Gainer, 3920 Wadsworth Road, discussed the cost for the special election and asked what happened to the balance of Mr. Grether's salary? Mrs. Richards noted it stopped upon his resignation and she had sent a memo to payroll to stop paychecks. Mr. Gainer stated that you are saving about half of his payroll for a savings of maybe \$3,000.00 and that should come off of the cost for the special election. Mr. Messner stated that the payroll savings is realized in the calendar year of 2015 and we will be getting billed later in January or February of 2016. Mr. Pierson clarified that the payroll savings from Mr. Grether would remain in the Council budget and Mr. Messner replied yes, although Councils budget is part of the General Fund. There was discussion as to the Broadcast Meetings and Mr. Messner stated that the software fees have increased for next year. Mrs. Carr stated the reason we pay that amount is because we allow the public to access the videos free from our website, otherwise the resident would have to set up their own account. Mrs. Carr also noted part of the cost also includes the ability to block advertising or posting messages. There was discussion of the cost for the certified mailings for the Nash Heights project and Mrs. Richards explained she is researching using the certified mail services with the Us Post Office direct for a small fee. We can upload the letters, and the database to them and they will prepare all certified mail to go out with electronic tracking.

The tracking will be stored for ten (10) years in their offices and at any time we need to check service or delivery we can easily access. Mr. Pelot asked if this is sufficient for our records retention and Mrs. Richards replied yes, and once the entire project is complete she could download all of that to a disk or flash drive. Mr. Messner asked if this new \$800.00 is based on the projected costs for Nash Heights mailings and Mrs. Richards replied no, adding that she expected these costs to be in the neighborhood of \$1,200.00. Mrs. Carr asked if this is not billed to the project and Mrs. Richards stated at the end, but initially its paid from the Council's budget or Mr. Messner stated this could be paid out of the project fund instead as a different line item for Nash Heights Project. Ms. Whipkey discussed the costs for getting a better camera and asked if there is any extra included in this budget? Mr. Messner replied no, he has spoke with the Livestream people about this camera-audio settings and he is not getting much feedback than other than what we currently have. Ms. Whipkey stated she would like to see this line item increased by \$1500.00 and Mr. Messner stated that he could increase this to \$5,000.00. Mr. Tousley asked about the salary increase for the Council Clerk as we have discussed the projected increases.

Mr. Messner stated that's correct, and he would make that change in addition to the other positions as indicated by the first reading. Mr. Tousley asked about the Union contracts and Mrs. Carr noted we have a verbal with the Service Department and need get them to sign off on this. The Clerical unit is another story and we don't feel that we will get this done before the end of the year.

#### Mayor Page #3

Mr. Tousley discussed the same change here for salary increases and Mr. Messner noted he would make that change here as well. Mr. Pierson asked about the Admin. Assistant at the Service Garage and Mr. Messner replied that is not in the Mayors Budget, its in the Administrations budget.

#### Storm Water Sewers Page #38

Mr. Messner discussed this need is for piping and materials such as retention basins and street sweeping. Mrs. Carr stated that if we do get that Vactor equipment, this line item will increase so we need to prepare for that. Mrs. Carr stated there are 391 Grants out there to do some of this work and River Reach Construction can do some consulting work for us in this area. We are doing a lot of band aids and we need to take a more aggressive approach. Mrs. Carr stated we know there is an issue with the Van Hyning Trunk line area that can go all the way up to the Akron General property at the highway. Mr. Pierson discussed the SRO which was approved by Council and if this were to become a reality can we afford this and Mr. Messner replied yes.

#### **Unfinished Business:**

Ms. Whipkey asked about the roof at the Community Center. Mr. Messner stated the front side was torn off and there was no underlayment issues and nothing needed to be replaced. They are about ¾ done with the front side and should have that front side finished tomorrow. They will start on the backside and complete the tear off process and they will be watching the weather, and may have to tarp off this project. The installed the mud and ice guards along the edges. Mrs. Whipkey asked if we are done with the

County's work on the catch basins here on Columbia Woods and Frashure? Mrs. Carr **stated**

Mr. McGlone asked about the MOU with Barberton and Mrs. Carr stated she attended the County's meeting earlier tonight and she did not feel there were any concerns there. Ms. Whipkey stated she understood Barberton Council is discussing this tonight also. Mr. Pelot asked is there any way we end up being a partner here, even though we do not own the lines? Mrs. Carr stated that is why she is trying to get back with Barberton and work out a better agreement. Ms. Whipkey stated she had discussed this issue with Mr. Markey last week. Mr. Markey stated he discussed having Norton listed as a secondary primary and he did not feel that would be a problem. Mr. Pierson stated the JEDD dictates certain policies and that would not supersede the MOU. Mr. Markey stated those earlier JEDD agreement would stand in place and this new MOU would just compliment that. Mr. Pelot stated he is just concerned that we have a voice in that process with Barberton.

**New Business:**

Mr. Tousley stated that Mayor Zita has found a replacement for the Ward 1 Planning Commission vacancy. Mr. Tousley stated he would like to move to have legislation prepared for next weeks Council agenda, seconded by Mr. Pelot.

Roll Call: Yeas: Tousley, Pelot, McGlone, Pierson, Whipkey  
Nays: None

Motion passed 5-0.

Mayor Zita noted that Mr. Lada would be present for Monday's meeting. Mr. Tousley stated the plan is to have this on the agenda and have Mr. Jim Lada present for the discussion or any questions. Mr. Tousley stated that he would intend to pass that legislation at the last Council meeting (December 14, 2015.)

**Topics for the next Work Session:**

2016 Budget Discussions Continued

**Public Comment-Agenda and Non Agenda Items:**

Ms. Judith Lyn Lee, 3227 Creekside Drive, Norton, Ohio, spoke relating to her experience in the past 10 years as a photo journalist. She is running for 38<sup>th</sup> District Ohio House of Representatives. One of her biggest concerns is the lack of women in the legislature verses men. **Ms. Lee also expressed concerns with the**

Ms. Lee stated she looks forward to talking with Mayor Zita on these issues and others and welcomed other leaders and the community to work with here

**Public Updates:**

Mr. Pelot acknowledged what he thought was an awesome response by the Norton Police & Fire Department in addition to Barberton with a missing child over this past weekend. They were extremely efficient and very professional, job well done.

**Adjourn**

There being no other business to come before the Committee Work Session, the meeting was adjourned at 9:08 PM.

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Rick Rodgers, President of Council

**\*NOTE: THESE MINUTES ARE NOT VERBATIM\***

**\*\*ORIGINAL SIGNED AND APPROVED MINUTES ARE ON FILE WITH THE CLERK OF COUNCIL.\*\***

**All Committee Meetings will be held at the Norton Safety Administration Building, unless otherwise noted.**

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## ORDINANCE XXX-2015

### EXHIBIT A

Fund	Fund Name	2016 Budget	Percentage of Total Budget
<b>Total All General Fund Accounts</b>		<b>7,223,156.00</b>	
<b>Administration</b>			
	Payroll	143,940.00	1.00%
	Operational Exp	15,950.00	
<b>Building &amp; Zoning</b>			
	Payroll	-	
	Operational Exp	31,900.00	0.20%
<b>Building</b>			
	Payroll	-	
	Operational Exp	-	
<b>Civil Service</b>			
	Payroll	-	
	Operational Exp	8,620.00	0.05%
<b>Community Development</b>			
	Payroll	69,104.00	0.70%
	Operational Exp	35,100.00	
<b>Council</b>			
	Payroll	139,685.00	1.10%
	Operational Exp	43,775.00	
<b>Court (Mayor's)</b>			
	Payroll	-	
	Operational Exp	-	
<b>Engineer</b>			
	Payroll	-	
	Operational Exp	60,325.00	0.40%
<b>Finance</b>			
	Payroll	294,303.00	2.30%
	Operational Exp	69,800.00	
<b>General Government</b>			
	Payroll	43,975.00	4.70%
	Operational Exp	706,400.00	
<b>Income Tax</b>			
	Payroll	6,406.00	4.30%
	Operational Exp	675,300.00	
<b>Law</b>			
	Payroll	13,056.00	0.80%
	Operational Exp	106,700.00	
<b>Mayor</b>			
	Payroll	48,781.00	0.30%
	Operational Exp	3,750.00	
<b>Parks</b>			
	Payroll	204,500.00	1.60%
	Operational Exp	57,100.00	
<b>Parks &amp; Recreation</b>			
	Payroll	-	
	Operational Exp	8,700.00	0.05%

	<b>Records</b>				
	Payroll		-		
	Operational Exp		700.00		0.00%
	<b>Planning Commission</b>				
	Payroll		-		
	Operational Exp		2,300.00		0.01%
	<b>Police</b>				
	Payroll		1,989,286.00		16.00%
	Operational Exp		565,200.00		
	<b>Storm Water</b>				
	Payroll		-		
	Operational Exp		142,500.00		0.90%
	<b>Transfers</b>				
	Payroll		-		
	Operational Exp		1,700,000.00		10.70%
	<b>Advances</b>				
	Payroll		-		
	Operational Exp		36,000.00		0.22%
	<b>Total General Fund Expense</b>		<b>7,223,156.00</b>		
<b>102</b>	<b>Service Dept</b>			<b>1,678,122.00</b>	<b>10.76%</b>
	Payroll		781,950.00		
	Operational Exp		896,172.00		
<b>103</b>	<b>State Highway</b>			<b>86,000.00</b>	<b>0.50%</b>
	Payroll		-		
	Operational Exp		86,000.00		
<b>104</b>	<b>Permissive Tax</b>			<b>55,000.00</b>	<b>0.30%</b>
	Payroll		-		
	Operational Exp		55,000.00		
<b>105</b>	<b>2012 Fire/EMS Levy</b>			<b>1,354,325.00</b>	<b>8.40%</b>
	Payroll		930,325.00		
	Operational Exp		424,000.00		
<b>106</b>	<b>2007 Fire/EMS Levy Non-Capital</b>			<b>772,356.00</b>	<b>4.80%</b>
	Payroll		505,356.00		
	Operational Exp		267,000.00		
<b>107</b>	<b>2007 Fire/EMS Levy Capital</b>			<b>234,810.00</b>	<b>1.47%</b>
	Payroll		-		
	Operational Exp		234,810.00		
<b>110</b>	<b>DARE</b>			<b>-</b>	
	Payroll		-		
	Operational Exp		-		
<b>111</b>	<b>Drug Law Enforcement</b>			<b>2,500.00</b>	<b>0.01%</b>
	Payroll		-		
	Operational Exp		2,500.00		
<b>112</b>	<b>Law Enforcement</b>			<b>2,500.00</b>	<b>0.01%</b>
	Payroll		-		
	Operational Exp		2,500.00		
<b>113</b>	<b>DWI Enforcement</b>			<b>15,000.00</b>	<b>0.09%</b>
	Payroll		-		
	Operational Exp		15,000.00		
<b>114</b>	<b>Police Grants</b>			<b>-</b>	
	Payroll		-		
	Operational Exp		-		
<b>117</b>	<b>Community Center</b>			<b>23,435.00</b>	<b>0.14%</b>
	Payroll		3,235.00		
	Operational Exp		20,200.00		
<b>118</b>	<b>Historical House</b>			<b>6,800.00</b>	<b>0.04%</b>
	Payroll		-		
	Operational Exp		6,800.00		



Zimbra

annc@cityofnorton.org

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**Planning Commision Ward 1 Position**

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**From :** jlada@neo.rr.com

Tue, Oct 06, 2015 07:44 PM

**Subject :** Planning Commision Ward 1 Position**To :** annc@cityofnorton.org

Hi Anne,

Per our conversation from last Friday, I would like to formally express my interest in the vacant position on the Planning Commission.

My wife and I moved to Ward 1 in Norton 16 years ago, and we plan to stay for many more years to come.

In the past I did some volunteer work for the city as a member of several assessment review boards, but now I look at this vacant position as a way to become more involved in improving the community I consider myself a part of.

I currently work in Facilities Engineering at the Goodyear Tire & Rubber Company. My work responsibilities include the planning, design and construction of capital improvement projects globally, so I feel my professional background is a good fit for the type of issues to be considered on the Planning Commission. I am also a Licensed Professional Engineer in the State of Ohio.

I appreciate the opportunity for consideration and look forward to helping our community grow!

Thank you and best regards,

Jim Lada  
3940 Reimer Road  
Norton, Ohio 44203  
330-334-8050 (H)  
330-310-4732 (C)