



October 15, 2018

REGULAR COUNCIL MEETING – 7:00 P.M.

The Council of the City of Cortland met in regular session on Monday, October 15, 2018 at 7:00 p.m. at the City Administration Building, 400 N High St, Cortland, OH with Council President Deidre Petrosky presiding. Members of Council present were James Edwards, Kathy Fleischer, Don Moore, Kevin Piros and Scott Rowley; absent was Patti Keller. Also present at the meeting were Mayor Woofter, Finance Director Gibson, Police Chief Morris, Fire Chief Rea, Service Director Wittman and Clerk of Council Horn; absent was Law Director Wilson.

A motion to approve Council Minutes from the October 1, 2018 Regular Council Meeting was made by Councilman Moore and seconded by Councilman Piros. **ROLL CALL** - Edwards, aye; Fleischer, aye; Keller, absent; Moore, aye; Petrosky, aye; Piros, aye; Rowley, aye. **MOTION PASSED**

A motion to approve Schedule of Bills to be paid totaling \$150,698.41 was made by Councilman Edwards and seconded by Councilman Rowley. **ROLL CALL** - Edwards, aye; Fleischer, aye; Keller, absent; Moore, aye; Petrosky, aye; Piros, aye; Rowley, aye. **MOTION PASSED**

OLD BUSINESS:

ORDINANCE O-37-18 – An Ordinance authorizing the Fire Chief to purchase and install a power lift cot for the Fire Department from Southeastern Emergency Equipment was read and moved for third and final reading by Councilman Rowley and seconded by Councilwoman Fleischer. **ROLL CALL ON O-37-18** - Edwards, aye; Fleischer, aye; Keller, absent; Moore, aye; Petrosky, aye; Piros, aye; Rowley, aye. **ORDINANCE PASSED THIRD AND FINAL READING**

ORDINANCE O-41-18 – An Ordinance authorizing the Police Chief to purchase four (4) Point Blank Level IIIA Ballistic Vests from Red Diamond Uniforms was read and moved for second reading by Councilman Piros and seconded by Councilwoman Fleischer. **ROLL CALL ON O-41-18** - Edwards, aye; Fleischer, aye; Keller, absent; Moore, aye; Petrosky, aye; Piros, aye; Rowley, aye. **ORDINANCE PASSED SECOND READING**

NEW BUSINESS:

RESOLUTION R-41-18 - A Resolution for the purpose of petitioning the Board of Commissioners, Trumbull County, Ohio for conformity of the borders of the City of Cortland and Bazetta Township within the municipal boundaries was made by Councilman Moore and seconded by Councilwoman Fleischer.



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MAYOR WOOFER - Anytime we bring somebody into the city, we eventually then have to have the borders re-conformed. That's all this is. This was which property, Rhonda?

CLERK OF COUNCIL HORN - Ashdown.

ROLL CALL - Edwards, aye; Fleischer, aye; Keller, absent; Moore, aye; Petrosky, aye; Piros, aye; Rowley, aye. **MOTION PASSED**

ORDINANCE O-43-18 – An Ordinance authorizing the Police Chief to purchase equipment and the Police Department to operate on the Multi-Agency Radio Communication System (MARCS) administered by the State of Ohio was read and moved for first reading by Councilman Rowley and seconded by Councilman Piros.

COUNCILMAN MOORE - I see we are only one of three counties left to transition? Has this been going on for a while and we are just getting caught up to that in Trumbull County?

POLICE CHIEF MORRIS – Yes.

COUNCILMAN MOORE – Wow. We are kind of behind the times.

POLICE CHIEF MORRIS – We've talked about MARCS. I kind of got thrown into MARCS when I took over as the Chief. I've been to MARCS meetings in the past and the rumors were that Trumbull County was eventually going to MARCS. A week before I took over as Chief, I was in the training process, the school contractor wanted us to sign off on the frequency that was going to put into the repeater system in the school that allows police and fire to communicate outside of the building to our dispatcher. Currently, if I go into that school we cannot talk on our radios, the high school, the old middle school and the current building. They wanted me to sign off and the frequency they were using was the old sheriff's dept channel. I said that's not our frequency. We are on the Howland's channel. They said well that frequency won't work with this system so you need to use a more updated channel, which the sheriff's channel is. So, I called the 911 Center and talked to Roger and asked him when they thought they were going online with MARCS because if the sheriff was going to shut his frequency down... I guess I'd like to add that this repeater system that's in the building is anywhere between \$60,000 and \$70,000. So, we are not talking a cheap radio. To reprogram it is very costly. If we went to MARCS, they would put that system in and it would have been useless. It could not have been used and we would have to pay another \$70,000. I talked to Roger at the 911 Center and he said the commissioners were within several weeks away of approving the 911 Center transitioning to MARCS at a cost of about \$1 million. The Sheriff's Dept is in the process of purchasing. They were also going to purchase about \$800,000 worth of radios for the Sheriff's Dept. That sheriff's channel is the frequency that contractor wanted me to put in there... once it went down it would not be repaired again because the



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SRO would not be on that channel. So, I realized then we needed to do something. Our radios have not worked for the 21 years I've worked for the Cortland Police. We've had different meetings with radio providers and I've worked with the 911 Center. Our radios just don't work. So, with MARCS, we've tested these radios several times and we've tested different vendors. We've always used Kenwoods; well not always, but we've used Kenwoods for quite a few years now. We are pleased with the radios. They will work with the system. I've talked to MARCS. We tried to pursue grants for this. You would think they would be out there. On the law enforcement side, we are not fortunate to have any. I emailed the EMA Director to see if she was going to have any MARCS grants coming down and she told me she has no plans for anything and that she hoped council approves my purchase. That was basically her response to me. The 911 Center could offer nothing for grants. That's my biggest fear is to purchase these and then a grant comes down the road that's going to pay for these. I guess what settled that fear is the Sheriff Office just spent \$811,000 out of their own budget. The Sheriff's Dept is one of the largest agencies. My understanding is Warren City is going to do that as well, get onto the system. So, that's what we are trying to do is catch up. I know it's a lot of money and I hate to spend that kind of money but that's what it comes down to. I believe we are finally going to get to a place that our officers can actually use their radios. That's what it comes down to.

COUNCILMAN MOORE - You say you haven't really been able to use the radios at all?

POLICE CHIEF MORRIS – I'm not going to say they never work but they are many times you are standing there holding the radio up in the air and talking on the mic hoping you can talk to the dispatch center. I can tell if we were in Walmart, Menards, the schools, Sparkles, even if I'm in certain parts of the police station, they are just not going to work.

MAYOR WOOFER - Don, it's not the radios themselves that can't talk to each other. It's the radio talking to the repeater.

POLICE CHIEF MORRIS – It's the infrastructure. The portable we got ourselves are fine. It's the infrastructure that it's supporting it. It's antiquated.

COUNCILMAN MOORE - It's an analog system, I see. And this is going to be digital?

POLICE CHIEF MORRIS – Correct. Now, the only difference is you'll see there is a monthly fee. Currently, it's \$10/month because the state is currently subsidizing \$10 of that. We need to ultimately budget for \$20/month should the state ever decide they are no longer going to subsidize that. We are going to have 21 radios. Even at \$210 or \$420/month, whatever that is, MARCS has told us to build a new tower is \$750,000. So, it takes a long time of us of paying \$420/month to ever pay for that tower. So, it's worth the fee. When you put your new repeater up several years ago, what did you pay for that?



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FIRE CHIEF REA - \$14,000

POLICE CHIEF MORRIS – Right. So even if we were to build our own repeater to work on our current system...

FIRE CHIEF REA - You still have to pay \$750,000. MARCS will not build on water towers.

POLICE CHIEF MORRIS – Right.

FIRE CHIEF REA - So, you have to build a tower.

POLICE CHIEF MORRIS – So, what it comes down to is it's cheaper for us to go through the state. Not only that, but we will have interoperability now around the state. Everyone around us, Mahoning, Geauga, Portage, Ashtabula have all gone to MARCS and we really can't talk to any one of those surrounding communities.

MAYOR WOOFER – This isn't anything new. We went to a meeting at Kent State probably 2 years ago in regards to MARCS. It was to let us know this was coming and that was 2 years ago. It's finally here. The Fire Dept will go next year, I think. Right, Dave?

FIRE CHIEF REA - I hope.

MAYOR WOOFER – Yes. It depends on the budget.

FIRE CHIEF REA – We will ask for a grant.

MAYOR WOOFER – The fire dept gets a pretty healthy grant.

FIRE CHIEF REA – They can. It's not guaranteed. We are going in with Trumbull County. Our first try at it is a \$1.6 million grant.

COUNCILMAN MOORE - Is there any salvage value to the equipment we are replacing?

POLICE CHIEF MORRIS – We are going to hold off because for the next year or two there will be depts that haven't transitioned over yet. Our Service Dept will still use that VHF level so we won't be able to communicate with them. The school busses still use that. So, we will likely just have two radios in our cars. We aren't going to get rid of anything we currently have. I still want to communicate with depts. that are not going to that system.



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COUNCILMAN PIROS – Chief, now that we are on the latter part of those adopting it, is there any risk that the state, knowing how the state works, will come out in a couple years and say let's go to another newer technology?

POLICE CHIEF MORRIS – MARCS has been around for a long time. I don't foresee them doing that because it is a very costly system. Our current portable radios that we use now, we paid about \$350/piece for them. These radios are around \$2,000/piece. The State Highway Patrol, Dept of Corrections, any state law enforcement agency would have to turn around and replace all of these radios. Plus, all the infrastructure is built for that.

MAYOR WOOFER – And this is nationwide.

POLICE CHIEF MORRIS – No. It's the State of Ohio.

MAYOR WOOFER – But it does go beyond Ohio.

FIRE CHIEF REA – Yes. It does. They aren't going to shut MARCS down. MARCS is a state answer. This came out of 911 so that tells you how long ago, 2001. This is from the 911 Commission. It mandated that we have interoperability not only statewide but nationwide. MARCS is Ohio's answer to that interoperability. Pennsylvania will have a MARCS like structure which will work on an 800 MHz platform. It might not be called MARCS. It might be called Penn Communication or whatever they call it, but they will have their own. And West Virginia will have their own. All the states were charged with building their own infrastructure to work on the system. So, should we have a national or statewide disaster, and they call Cortland Police and Cortland Fire they take the radios and assign a channel. They can talk on that channel no matter where they go in the nation.

POLICE CHIEF MORRIS – We are unable to program these radios like we can our current ones. MARCS drives the template and that is what is put into that radios. MARCS, from the state, controls it to make sure we can communicate.

COUNCILMAN MOORE - How soon will you get this equipment?

POLICE CHIEF MORRIS – The Sheriff's Office ordered theirs about 2 months ago from a different vendor and theirs are sitting waiting to get installed. We are being told maybe by the end of the year.

COUNCILMAN PIROS – Did you price their vendor?

POLICE CHIEF MORRIS – If I were to purchase the same set up the Sheriff's Office has, we would be at \$89,000. They have what is called in-car repeater because of the remote areas in the county which



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we would not need because we have pretty good MARCS coverage here in Cortland. If I was not buying the in-car repeater we would probably be around \$74,000 using their vendor. We tested both vendors. As a matter of fact, I called MARCS themselves and spoke to them. There are 20,000 Kenwood radios on the system. There are 100,000 Motorola radios on the system. MARCS assured me they can't recommend a brand but they all but told me we are fine with buying Kenwood for a significant savings. MARCS has a list of who is approved as far as vendors.

COUNCIL PRESIDENT PETROSKY – Any other questions? Thank you for doing your due diligence and all the research and providing us with all that information.

POLICE CHIEF MORRIS – One thing I would like to add is I'm going to a Homeland Security meeting in Akron tomorrow. I will continue to pursue grants until the day we write the check for this.

COUNCIL PRESIDENT PETROSKY – Thank you.

POLICE CHIEF MORRIS – There is a \$250 per mobile and \$150 per portable rebate we are getting that ends on November 30th. That comes out to about \$3,800. I wanted to get you all 3 readings. I didn't want to do an emergency at the last minute. I will continue to try to pursue grants for whatever we can but I need to start the 3 readings before that so that by November 30th we can make that purchase.

COUNCIL PRESIDENT PETROSKY - Excellent.

ROLL CALL ON O-43-18 - Edwards, aye; Fleischer, aye; Keller, absent; Moore, aye; Petrosky, aye; Piros, aye; Rowley, aye. **ORDINANCE PASSED FIRST READING**

ORDINANCE O-44-18 – An Ordinance authorizing the Service Director to purchase a Trimble R2 sub-foot rover and accessories from Precision Laser & Instrument Inc. was read and moved for first reading by Councilman Piros and seconded by Councilman Edwards.

COUNCILMAN MOORE – What does this do, Don?

COUNCIL PRESIDENT PETROSKY - This is pretty cool.

SERVICE DIRECTOR WITTMAN – As the ordinance says, we are in the midst of EPA mandates in the form of asset management. We will need to basically create an inventory of all of our water system components. The biggest thing they want to see is a map of all our water valves. What is happening with the water systems is people are retiring and taking their knowledge out the door with them. There's a water break, and that guy knew that that valve shut off that water line at that spot is gone. It is taking



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depts hours to try to isolate a break. This piece of equipment will go out and survey all of our water valves, our hydrants, and our customer service valves within our distribution system and create a GPS map of our water system. Right now, we just have paper maps and in-house knowledge of where things are when they need to be shut down. This will be the first component of that system. It is actually a survey device that will work off satellites and locate where that valve is with coordinates to within one foot. The next component will be GIS mapping with 3rd party hosting where we will update and store this information. I wanted to get this equipment going because of the 3 readings, the lead time to order it and being able to work with that. Currently, we do have a trial basis with a company called IMGIS which does a 3rd party hosting. They will maintain all that data. Basically, anytime we go out and flush a hydrant, we will have a tablet. The person doing that job can say what day they were there, how long they flushed it for, were there any problems notated, and that will be uploaded to a database. So, when the EPA comes in and says when did you flush your valves, we will be able to spit out a report that says this is what we did.

COUNCILMAN MOORE – Is this cutting edge then? Do other communities around here already have this?

SERVICE DIRECTOR WITTMAN – Yes. The Youngstown Water Dept, with the size they have, started out with 3 and they are ordering 6 more. The asset management was to be in place October 1st but the rules have not been finalized yet. That's one of the things you deal with the EPA. They want you do something before they tell you to do it. The rules are a draft. We have been working on a program and will have to have an asset management in place here quickly.

COUNCIL PRESIDENT PETROSKY – One of the things Don shared at Technical Review, is that we can use it for other systems as well like storm sewer or whatever. So, it will be very useful.

SERVICE DIRECTOR WITTMAN - Yes. Right now we already have a map of our storm system and our sanitary sewer system. We will be able to import those files into the 3rd party GIS hosting by IMGIS. That's going to run about \$5,000/year, but we can have unlimited users and accounts on that with different degrees of ability to update and add attributes or just view or read only.

COUNCIL PRESIDENT PETROSKY – It will be our employees who are importing that data. So, no outside costs.

SERVICE DIRECTOR WITTMAN - Yes.

COUNCILMAN MOORE - Thank you.



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ROLL CALL ON O-44-18 - Edwards, aye; Fleischer, aye; Keller, absent; Moore, aye; Petrosky, aye; Piros, aye; Rowley, aye. **ORDINANCE PASSED FIRST READING**

REPORTS:

FINANCE DEPT REPORT:

FINANCE DIRECTOR GIBSON – You have my monthly report. We went live today with Muni-link, finally.

COUNCIL PRESIDENT PETROSKY – Congratulations.

FINANCE DIRECTOR GIBSON – Thank you. We did our first posting of some bills today. They stayed on the phone and we did a little webinar with them. Terri went ahead and did a posting and that went smooth. We had to double check all the ledger account numbers. We had to double check our balances with Muni-link and Mastertrack to make sure they were the same. So, there were lots of hours; so thank you to everyone who helped us. I know Rhonda helped us answer the phone and the front counter, as well as Christine and Don, while Terri, Dorraine and I were training in my office. So, we are live. Our first bill cycle will be the November bill. The Muni-link staff, our project manager, will be on the phone with us to make sure it runs smoothly and that we have it all done. So, we are finally live.

MAYOR WOOFER – And the residents will see a slight difference in the physical bill.

FINANCE DIRECTOR GIBSON – Yes. We are going to do a little blurb on the eNews and also I want to give something to Rhonda for the website. The residents can go and make their own account also on-line because it is cloud-based.

MAYOR WOOFER – Like the gas utilities, they have the bar graphs on their bills; we will have a bar graph on the hard copy too. So, they can take a look back to see what they spent the previous times. Up to a year, right?

FINANCE DIRECTOR GIBSON – Yes. Also, if they go onto their account on-line, they can also see that and that goes back more than a year. They can pay on-line which is very nice. We are going to get into credit cards but I said let's get this started first and underway since they can pay online. We will get an alert that a payment was made so we can post it to their account. But like I said, we will do credit cards later.

COUNCIL PRESIDENT PETROSKY – For those customers who have auto drafts taken out, do you recommend that they change to paying on-line or are we still keeping the auto draft?



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FINANCE DIRECTOR GIBSON – I would continue to keep with your auto draft. Unless you want to go in, because you would have to remember to go in by the 22nd to make sure it reached us. If we do not have that payment by the 24th, then it is a 10% penalty. I would recommend sticking with the autopay.

MAYOR WOOFER – For those paying on-line, some of these companies don't send a paper bill. They email out a bill so they are paperless. Will we have that option of going paperless?

FINANCE DIRECTOR GIBSON – Yes. We can do paperless billing also.

MAYOR WOOFER – I think that would be great. If enough people did it, it would save the city a lot of money.

FINANCE DIRECTOR GIBSON – There are a lot of nice features and we will be using them more and more. Don will be able to use if for backflow reporting. With work orders, we can print right out of there so it's right in the customer's account. When you look up their account it will show there was a work order made and who performed that work order, what was done, when it was done and what was the outcome. There are all kinds of nice features with this. I really like it.

COUNCILWOMAN FLEISCHER - It sounds like it will save a lot of time.

FINANCE DIRECTOR GIBSON – Yes. It will be saving a lot time. We can do read only which means everyone in the office can have an account so that if they do answer the phone and they want to answer that question such as I forgot how much my bill or I lost my bill, they can plug it and look at the account instead of getting somebody else. I like it.

COUNCIL PRESIDENT PETROSKY – Any questions? Congratulations, again.

FINANCE DIRECTOR GIBSON – Thank you.

POLICE DEPT REPORT:

POLICE CHIEF MORRIS – You all have my monthly report. Thank you for your support on MARCS. Rhonda really helped me a lot with that ordinance, so thank you. Other than that, I'll answer any questions that you have.

COUNCILMAN MOORE - Thank you for including that information on the training. You are doing a lot of training.

POLICE CHIEF MORRIS – We try.



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COUNCILMAN MOORE – That’s good they are taking advantage of it.

MAYOR WOOFER – You might want to mention that all the officers re-qualified at the range over the weekend. .

POLICE CHIEF MORRIS – Most of them did. I still have about 3 more. They weren’t able to make it. It’s part of their annual re-qualification.

MAYOR WOOFER – If you heard shooting on Saturday for a few hours, they were down at the range.

POLICE CHIEF MORRIS – Prior to the start of the meeting we were talking a little bit, we just got a message today that we are going to start using the Youngstown Airbase range. We will maintain our range if we need to run down and shoot something. But, future qualifications will be done down at the Youngstown Airbase range.

COUNCIL PRESIDENT PETROSKY – Also, I wanted to commend Officer Smith for relationship building and his handling of a juvenile incident.

POLICE CHIEF MORRIS – I got to witness it firsthand. He does an awesome job.

COUNCIL PRESIDENT PETROSKY – That’s wonderful. Thank you for including that in your report.

COUNCILMAN PIROS - No issues at the Oktoberfest?

POLICE CHIEF MORRIS – None at all. Oktoberfest went very well.

FIRE DEPT REPORT:

FIRE CHIEF REA – You have my monthly report. In addition, the Bureau of Workers Comp grant for the hoods and gloves, the gloves and gloves have finally come in. I think in this meeting you saw the invoice for the gloves. I think at the next meeting you will see the hoods on the schedule of bills. I handed the invoice in for the hoods today for \$6,000. It was a 7 to 1 match; so, we spent a little over \$1,000 for \$9,000 worth of equipment.

This past Friday, I got approval from the Bureau of Workers Comp to spend the balance of our grant for the cot. That’s \$6,900 or so. Now that our readings are all done, I will have to wait for them to deposit the money and then I can officially order the cot. Our end will be all sewn up so we can move ahead with that as soon as that’s done.



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At the next meeting, I will be bringing you a Memorandum of Understanding. It's on Patrick's desk right now. It's for the MARCS grant we are applying for as a region for Trumbull County with the fire depts. The reason we are doing this is we want to hold the municipalities, whether its township or city, feet to the fire when they say we are in for \$140,000 and at the last minute they don't back out. Ours, right now, would be around \$62,000, which would be a 10% share of that, so \$6,100 if we get award it.

October is Fire Safety Month. We had the Cortland Playroom in. We went up to our new K-8 school building and talked to K-2. They had a good time doing that. I had a good time doing that. We have the Lakeview preschool to do yet which is over at the high school and some other organizations. If anyone knows of any organizations that need fire safety talks and would like one, please give us a call. That's all I got.

COUNCIL PRESIDENT PETROSKY – I noticed it's been your busiest month so far this year on your run totals.

FIRE CHIEF REA – Yes. On run totals, we are increasing as the year goes on.

SERVICE DEPT REPORT:

SERVICE DIRECTOR WITTMAN – You have my monthly report. I would like to add that discussing the project timeline with the resurfacing project that was awarded last meeting, we will be holding off starting that until the spring time. It's just the nature of the asphalt and timing of the year. We had to bid it when we did so I could get the paperwork to ODOT so they can encumber the money. So, I met their timeline and their program which they are held to. I will be giving out a Notice of Award to the contractor, but we will be holding off on starting that until spring.

Last week, I ordered salt because winter is right around the corner. We did get a price of \$50.91/ton through Morton, which is up from \$31 or \$32. But as far as the 5 year average, we are still below the 5 year average for the last several years. Other than that, I have nothing else to report, but will entertain any questions council may have of me.

COUNCILMAN MOORE – Good repair job on Woodview.

COUNCIL PRESIDENT PETROSKY – Yes.

COUNCILWOMAN FLEISCHER - I was just going to say that. Yes.

SERVICE DIRECTOR WITTMAN – Well, um... thank you? I did drive it today. It was a little rough. It is a medium course of asphalt and an intermediate repair. It's not the smooth top course. That basically was to get us through this season and it will be milled down and a surface course put over top



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of that when we resurface next year. We dug out a good 3 inches instead of trying to put a smooth top, a base course, and then the smooth top. We just brought that medium course all the way up.

COUNCILMAN MOORE – No chance of getting sighted for left of center anymore when you are going down there.

(LAUGHTER)

COUNCIL PRESIDENT PETROSKY – Like he said, this is an intermediate repair and all the rest of the alligating and problems that we see on the road surface are just surface degradation, right?

SERVICE DIRECTOR WITTMAN – Correct.

COUNCIL PRESIDENT PETROSKY – So, that will all be taken care of in the spring when we resurface.

MAYOR'S REPORT - MAYOR WOOFER - Some announcements:

Brush Chipping – Week of Oct 22nd – It is the last pickup of the year. Put your limbs out on Sunday night. That doesn't mean they will be collected on Monday. It will be sometime during the week of Oct 22nd. It depends on the Service Dept's schedule.

Trick or Treat is Wednesday, October 31st from 6:00 p.m. to 8:00 p.m.

NO COMMITTEE REPORTS

NO QUESTIONS OF COUNCIL FROM AUDIENCE

A motion to adjourn the meeting was made by Councilwoman Fleischer and seconded by Councilman Edwards. **ROLL CALL** - Edwards, aye; Fleischer, aye; Keller, absent; Moore, aye; Petrosky, aye; Piros, aye; Rowley, aye. **MOTION PASSED**

Meeting adjourned at 7:35 p.m.

CLERK OF COUNCIL

PRESIDENT OF COUNCIL