

The Village of Northfield

REGULAR COUNCIL MEETING AGENDA

June 12, 2019 7:30pm

Pledge of Allegiance

Call to Order; Roll Call; Approval of Minutes

Presentation of Petitions, Memorials and Remonstrances

Reports of Municipal Officers:

Jesse J. Nehez, Mayor
Tricia Ingrassia, Finance Director
Richard Wasosky, Engineer
Brad Bryan, Law Director

Department Heads:

John Zolgus, Police Chief
Jason Buss, Fire Chief
Jason Walters, Service/Building Superintendent

Reports of Municipal Boards and Commissions:

Alan Hipps, Planning Commission
Mayor Nehez, Recreation Board

Reports of Standing Committees:

Nicholas Magistrelli, Finance
Jennifer Domzalski, Roads and Public Works
Keith Czerr, Health and Welfare
Gary Vojtush, Wages and Working Conditions
Renell Noack, Fire and Safety
Alan Hipps, Buildings and Grounds

Legislation:

2019-35 – An Emergency Resolution Authorizing the Tax Budget of the Village of Northfield, Ohio for the Fiscal Year Beginning January 1, 2020 and Submitting the Same to the County Fiscal Officer (First Reading)

2019-36 – An Emergency Resolution Authorizing the Director of Finance to Transfer Funds Representing Uncashed Checks to the Village's Unclaimed Fund (First Reading)

2019-37 – An Emergency Resolution Establishing a New Fund Known as the FEMA Grant Fund within the Financial Records of the Village (First Reading)

2019-38 – An Emergency Resolution Amending the Limits of Established Open Blanket Purchase Orders (First Reading)

2019-39 – An Emergency Resolution Authorizing Certain Amendments to the 2019 Appropriation Resolution and/or Transferring Items Already Appropriated in that Resolution (First Reading)

2019-40 – An Emergency Resolution Authorizing Euthenics, Inc. to Complete the Final Design Work for the Houghton Road Mill, Repair, and Resurfacing Project (First Reading)

2019-41 – An Emergency Resolution Confirming the Mayor/Director of Public Safety's Appointment of Brian Zajac to the Rank of Police Lieutenant (First Reading)

2019-42 – An Emergency Resolution Confirming the Mayor/Director of Public Safety's Appointment of Brian Zambach to the Rank of Sergeant (First Reading)

Old Business; New Business; Announcements; Adjournment

VILLAGE OF NORTHFIELD RESOLUTION NO. 2019-35
AN EMERGENCY RESOLUTION ADOPTING THE TAX BUDGET OF THE VILLAGE
OF NORTHFIELD, OHIO FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2020
AND SUBMITTING THE SAME TO THE COUNTY FISCAL OFFICER

WHEREAS, Tricia Ingrassia, the Director of Finance, has prepared a tentative tax budget for the Village of Northfield, Ohio, for the fiscal year beginning January 1, 2020, showing: (1) detailed estimates of all balances that will be available at the beginning of the year, 2020 (2) all revenues expected to be received for such fiscal year, including all general and special taxes, fees, costs, percentages, penalties, allowances, prerequisites, and all other types of classes of revenues; and (3) estimates of all expenditures of charges in or for the purposes of such fiscal year to be paid or met from the said revenues or balances and otherwise conforming with the requirements; and

WHEREAS, a copy of said tax budget is attached hereto and incorporated herein.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Northfield, County of Summit, and State of Ohio:

SECTION 1. That the attached tentative tax budget of the Village of Northfield, as prepared by Tricia Ingrassia, Director of Finance, for the Fiscal Year beginning January 1, 2020, copies of which have been and are on file at the office of the Finance Director and have been submitted to Council, is hereby adopted.

SECTION 2. That the Director of Finance is hereby directed to certify a copy of said budget and send it, and a copy of this Resolution, to the Fiscal Officer of Summit County.

SECTION 3. That all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council or any of its legal committees and/or were in compliance with all legal requirements.

SECTION 4. That this Resolution is hereby declared to be an emergency measure necessary for the public peace, health, and welfare of the residents of the Village of Northfield for the reason that it is required by law, and that this Resolution shall take immediate effect upon its signature by the Mayor, or upon the expiration of time within which it may be disapproved by the Mayor, or upon its passage after its disapproval by the Mayor, as the case may be, pursuant to Village of Northfield Charter Section 4.11.

IN WITNESS WHEREOF, we have hereunto set our hands this _____ day of _____, 2019.

Nicholas Magistrelli, Pres. Pro-Tem of Council

Jesse J. Nehez, Mayor

Approved as to Legal Form.

Bradric T. Bryan, Director of Law

I, Tricia Ingrassia, Clerk of Council of the Village of Northfield, Summit County, Ohio, do hereby certify that the foregoing Resolution was duly and regularly passed by Council at a meeting held on the ____ day of _____ 2019.

Tricia Ingrassia, Clerk of Council

VILLAGE OF NORTHFIELD RESOLUTION NO. 2019-36
AN EMERGENCY RESOLUTION AUTHORIZING THE DIRECTOR OF FINANCE TO
TRANSFER FUNDS REPRESENTING UNCASHED CHECKS TO THE VILLAGE'S
UNCLAIMED FUND

WHEREAS, the Village is required to remit funds representing checks that have not been claimed or cashed for certain periods of time to the Village's Unclaimed Fund; and WHEREAS, Village checks have been issued that have not been cashed; and WHEREAS, Council desires to authorize the Director of Finance to transfer the requisite funds representing the amount of those checks to the Village's Unclaimed Fund. NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Northfield, County of Summit, and State of Ohio:

SECTION 1. That Council hereby authorizes the Director of Finance to transfer \$58 to the Village's Unclaimed Fund, which represents the total amount of the Village's uncashed checks from the 2018 calendar year. A list of the uncashed checks comprising the transferred amount is attached hereto and incorporated herein by reference.

SECTION 2. That all formal actions of this Council and any actions of its committees that resulted in those formal actions concerning and relating to the passage of this Resolution were taken in meetings open to the public and/or in compliance with law.

SECTION 3. That this Resolution is hereby declared to be an emergency measure necessary for the public peace, health, and welfare of the residents of the Village of Northfield for the reason that this action is required by law, and this Resolution shall take immediate effect upon its signature by the Mayor, or upon the expiration of time within which it may be disapproved by the Mayor, or upon its passage after its disapproval by the Mayor, as the case may be, pursuant to Village of Northfield Charter Section 4.11.

IN WITNESS WHEREOF, we have hereunto set our hands this _____ day of _____, 2019.

Nicholas Magistrelli, President Pro-Tem of Council

Jesse J. Nehez, Mayor

Approved as to Legal Form.

Bradric T. Bryan, Director of Law

I, Tricia Ingrassia, Clerk of Council of the Village of Northfield, Summit County, Ohio, do hereby certify that the foregoing Resolution was duly and regularly passed by Council at a meeting held on the ____ day of _____, 2019.

Tricia Ingrassia, Clerk of Council

VILLAGE OF NORTHFIELD RESOLUTION NO. 2019-37

AN EMERGENCY RESOLUTION ESTABLISHING A NEW FUND KNOWN AS THE FEMA GRANT FUND WITHIN THE FINANCIAL RECORDS OF THE VILLAGE

WHEREAS, the Director of Finance recommends and Council determines it necessary to establish a new special revenue fund known as the FEMA Grant Fund to be used by the Director of Finance to account for the receipt and expenditure of FEMA Grant funds received by the Fire Department for an exhaust system.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Northfield, County of Summit, and State of Ohio:

SECTION 1. That pursuant to Ohio law and the Village's Home Rule authority, the Council of the Village of Northfield hereby establishes a special revenue fund known as the FEMA Grant Fund in the financial records of the Village for the purposes of accounting for, receiving, and expending FEMA Grant funds received by the Fire Department for an exhaust system.

SECTION 2. That all formal actions of this Council concerning and relating to the deliberation and adoption of this Resolution were taken in an open meeting of this Council or any of its legal committees and/or were in compliance with all legal requirements.

SECTION 3. That this Resolution is hereby declared to be an emergency measure necessary for the public peace, health, and welfare of the residents of the Village of Northfield for the reason such legislation is required by law in order to establish this fund, and this Resolution shall take immediate effect upon its signature by the Mayor, or upon the expiration of time within which it may be disapproved by the Mayor, or upon its passage after its disapproval by the Mayor, as the case may be, pursuant to Village of Northfield Charter Section 4.11.

IN WITNESS WHEREOF, we have hereunto set our hands this _____ day of _____, 2019.

Nicholas Magistrelli, Pres. Pro-Tem of Council

Jesse J. Nehez, Mayor

Approved as to Legal Form.

Bradric T. Bryan, Director of Law

I, Tricia Ingrassia, Clerk of Council of the Village of Northfield, Summit County, Ohio, do hereby certify that the foregoing Resolution was duly and regularly passed by Council at a meeting held on the _____ day of _____, 2019.

Tricia Ingrassia, Clerk of Council

VILLAGE OF NORTHFIELD RESOLUTION NO. 2019-38
AN EMERGENCY RESOLUTION AMENDING THE LIMITS OF ESTABLISHED OPEN
BLANKET PURCHASE ORDERS

WHEREAS, the Village purchases goods and services each year for which a specific appropriation is made but the precise quantity or type of goods and services is not known at the time of appropriation; and

WHEREAS, the Village is permitted by law to acquire such goods and services through the use of an open blanket purchase order that is limited to a certain purpose; and

WHEREAS, the Ohio Auditor of State recommends the Village establish a fixed dollar threshold to enable the Director of Finance to pay for items procured pursuant to such blanket purchase orders.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Northfield, County of Summit, and State of Ohio:

SECTION 1. That Council hereby amends the limits of the established open blanket purchase orders as stated in the attachment hereto that is incorporated herein by reference. The Director of Finance is authorized to sign any open blanket purchase order only after determining it complies with the limitations contained herein and the expenditures made, orders issued, and contracts or obligations entered into are within the aggregate unencumbered sum of money in the specific line-item appropriation account referenced in the open blanket purchase order.

SECTION 2. That all formal actions of this Council concerning and relating to the deliberation and adoption of this Resolution were taken in an open meeting of this Council and any of its committees and/or were in compliance with all legal requirements.

SECTION 3. That this Resolution is hereby declared to be an emergency measure necessary for the public peace, health, and welfare of the residents of the Village of Northfield for the reason that it is necessary for the operation of the Village government and is required by law, and that this Resolution shall take immediate effect upon its signature by the Mayor, or upon the expiration of time within which it may be disapproved by the Mayor, or upon its passage after its disapproval by the Mayor, as the case may be, pursuant to Village of Northfield Charter Section 4.11.

IN WITNESS WHEREOF, we have hereunto set our hands this _____ day of _____, 2019.

Nicholas Magistrelli, Pres. Pro-Tem of Council

Jesse J. Nehez, Mayor

Approved as to Legal Form.

Bradric T. Bryan, Director of Law

I, Tricia Ingrassia, Clerk of Council of the Village of Northfield, Summit County, Ohio, do hereby certify that the foregoing Resolution was duly and regularly passed by Council at a meeting held on the _____ day of _____, 2019.

Tricia Ingrassia, Clerk of Council

VILLAGE OF NORHTFIELD RESOLUTION NO. 2019-39

AN EMERGENCY RESOLUTION AUTHORIZING CERTAIN AMENDMENTS TO THE 2019 APPROPRIATION RESOLUTION AND/OR TRANSFERRING ITEMS ALREADY APPROPRIATED IN THAT RESOLUTION

WHEREAS, as the result of certain occurrences, information, and expenditures, amendments to the year 2019 Appropriation Resolution and/or transfers of items already appropriated in the Appropriation Resolution are required.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Northfield, County of Summit, and State of Ohio:

SECTION 1. That in order to provide for certain expenditures during the 2019 calendar year, Council hereby and herein authorizes the amendments to the Year 2019 Appropriation Resolution and transfers of items already appropriated in the Year 2019 Appropriation Resolution in the amounts and to the funds set forth in the attachment hereto that is incorporated herein by reference.

SECTION 2. That all formal actions of the Council concerning and relating to the deliberation and adoption of this Resolution were taken in an open meeting of this Council or any of its committees and were in compliance with all legal requirements.

SECTION 3. That this Resolution is hereby declared to be an emergency measure necessary for the public peace, health, and welfare of the residents of the Village of Northfield for the reason that this action is required by state law and is necessary for the operation of the Village government, and that this Resolution shall take immediate effect upon its signature by the Mayor, or upon the expiration of time within which it may be disapproved by the Mayor, or upon its passage after its disapproval by the Mayor, as the case may be, pursuant to Village of Northfield Charter Section 4.11.

IN WITNESS WHEREOF, we have hereunto set our hands this _____ day of _____, 2019.

Nicholas Magistrelli, President Pro-Tem of Council

Jesse J. Nehez, Mayor

Approved as to Legal Form

Bradric T. Bryan, Director of Law

I, Tricia Ingrassia, Clerk of Council of the Village of Northfield, Summit County, Ohio do hereby certify that the foregoing Resolution was duly and regularly passed by Council at a meeting held on the _____ day of _____, 2019.

Tricia Ingrassia, Clerk of Council

VILLAGE OF NORTHFIELD
RESOLUTION NO. 2019-40

INTRODUCED BY:

AUTHORIZING EUTHENICS, INC. TO COMPLETE THE FINAL DESIGN WORK FOR THE
HOUGHTON ROAD MILL, REPAIR AND RESURFACING PROJECT

WHEREAS, the Village of Northfield has decided to mill a 3 inch depth of asphalt, repair deficient base coarse and resurface existing Houghton Road between the west corporation line of Northfield Village and 165 feet west of Vorderman Road; and

WHEREAS, the Village will also mill, repair and resurface the section of Vorderman Road between Houghton Road and Fell Avenue; and

WHEREAS, the Village Engineer will prepare the final plans, detailed specifications, final construction cost estimate, maintenance of traffic plans, stormwater management plans, construction bid documents, contract book and all survey required for the preparation of the final plans and for public bidding of the project; and

WHEREAS, the commencement of the project construction by early September 2019 is critical to completing the paving by the end of November 2019; and

WHEREAS, final plans, specifications and bid documents for the project must be completed by July 26, 2019, in order to have the Houghton Road Mill, Repair and Resurfacing Project bid in late July and awarded in late August 2019; and

WHEREAS, the final design phase of the Ledge Road Reconstruction Phase I Project will be done at a lump sum fee of \$23,975.00 by Euthenics, Inc. The lump sum fee does not include any bidding services, construction inspection or construction administration. These additional services will be invoiced separately at the Village Engineer's hourly contract rates.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Northfield, County of Summit, and State of Ohio:

SECTION 1. That the Village of Northfield approves the hiring of Euthenics, Inc. to complete the final design phase for the Houghton Road Mill, Repair and Resurfacing Project for the lump sum fee of \$23,975.00.

SECTION 2. That Euthenics, Inc. shall prepare the final construction plans, maintenance of traffic plans, stormwater management plans, specifications, cost estimate, field survey and contract bid books for the Houghton Road Mill, Repair and Resurfacing Project.

SECTION 3. That this Resolution is hereby declared to be an emergency measure necessary for the public peace, health and welfare of the residents of the Village of

Northfield, in order to provide for the milling, repair and resurfacing of Houghton Road between the west corporation line of Northfield Village and 165 feet west of Vorderman Road and the section of Vorderman Road between Houghton Road and Fell Avenue in the Village of Northfield, and that this resolution shall take immediate effect upon its signature by the Mayor, or upon the expiration of time within which it may be disapproved by the Mayor, or upon passage after its disapproval by the Mayor, as the case may be, pursuant to the Village of Northfield Charter Section 4.11.

IN WITNESS WHEREOF, we have hereunto set our hands this _____ day of _____, 2019.

Nick Magistrelli, President
Pro-Tem of Council

Jesse J. Nehez, Mayor

PASSED:

ATTEST:

Tricia Ingrassia, Clerk of Council

Approved as to Legal Form by the Director of Law.

Bradric T. Bryan
Director of Law

I, Tricia Ingrassia, Clerk of Council of the Village of Northfield, Summit County, Ohio, do hereby certify that the foregoing Resolution was duly and regularly passed by Council at a meeting held on the _____ day of _____, 2019.

Tricia Ingrassia
Clerk of Council

VILLAGE OF NORTHFIELD RESOLUTION NO. 2019-41

AN EMERGENCY RESOLUTION
CONFIRMING THE MAYOR/DIRECTOR OF PUBLIC SAFETY'S APPOINTMENT OF
BRIAN ZAJAC TO THE RANK OF POLICE LIEUTENANT

WHEREAS, the Village's Police Department has a vacancy in the rank of Lieutenant; and

WHEREAS, Sergeant Brian Zajac is qualified for the promotion and is the only eligible officer interested in the position.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Northfield, County of Summit, and State of Ohio:

SECTION 1. That the Mayor/Director of Public Safety's appointment of Brian Zajac to the rank of Police Lieutenant is hereby confirmed, effective July 7, 2019.

SECTION 2. That said appointment shall involve a one year probationary period pursuant to the terms of Section 11.04 of the Village Charter.

SECTION 3. That all formal actions of this Council concerning and relating to the deliberation and adoption of this Resolution were taken in an open meeting of this Council or any of its legal committees and/or were in compliance with all legal requirements.

SECTION 4. That this Resolution is hereby declared to be an emergency measure necessary for the public peace, health, and welfare of the residents of the Village of Northfield for the reason that it will assist with the proper protection of the Village's residents and the operation of the Police Department, and that this Resolution shall take immediate effect upon its signature by the Mayor, or upon the expiration of time within which it may be disapproved by the Mayor, or upon its passage after its disapproval by the Mayor, as the case may be, pursuant to Village of Northfield Charter Section 4.11.

IN WITNESS WHEREOF, we have hereunto set our hands this _____ day of _____, 2019.

Nicholas Magistrelli, Pres. Pro-Tem of Council

Jesse J. Nehez, Mayor

Approved as to Legal Form.

Bradric T. Bryan, Director of Law

I, Tricia Ingrassia, Clerk of Council of the Village of Northfield, Summit County, Ohio, do hereby certify that the foregoing Resolution was duly and regularly passed by Council at a meeting held on the _____ day of _____, 2019.

Tricia Ingrassia, Clerk of Council

VILLAGE OF NORTHFIELD RESOLUTION NO. 2019-42

AN EMERGENCY RESOLUTION
CONFIRMING THE MAYOR/DIRECTOR OF PUBLIC SAFETY'S APPOINTMENT OF
BRIAN ZAMBACH TO THE RANK OF POLICE SERGEANT

WHEREAS, the Village's Police Department has a vacancy in the rank of Sergeant;
and

WHEREAS, a test to establish an eligible list for promotion to the position of Police Sergeant was held, and Brian Zambach is presently the highest ranked un-promoted person on the Sergeant's eligible list.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Northfield, County of Summit, and State of Ohio:

SECTION 1. That the Mayor/Director of Public Safety's appointment of Brian Zambach to the rank of Police Sergeant is hereby confirmed, effective July 7, 2019.

SECTION 2. That said appointment shall involve a one year probationary period pursuant to the terms of Section 11.04 of the Village Charter.

SECTION 3. That all formal actions of this Council concerning and relating to the deliberation and adoption of this Resolution were taken in an open meeting of this Council or any of its legal committees and/or were in compliance with all legal requirements.

SECTION 4. That this Resolution is hereby declared to be an emergency measure necessary for the public peace, health, and welfare of the residents of the Village of Northfield for the reason that it will assist with the proper protection of the Village's residents and the operation of the Police Department, and that this Resolution shall take immediate effect upon its signature by the Mayor, or upon the expiration of time within which it may be disapproved by the Mayor, or upon its passage after its disapproval by the Mayor, as the case may be, pursuant to Village of Northfield Charter Section 4.11.

IN WITNESS WHEREOF, we have hereunto set our hands this _____ day of _____, 2019.

Nicholas Magistrelli, Pres. Pro-Tem of Council

Jesse J. Nehez, Mayor

Approved as to Legal Form.

Bradric T. Bryan, Director of Law

I, Tricia Ingrassia, Clerk of Council of the Village of Northfield, Summit County, Ohio, do hereby certify that the foregoing Resolution was duly and regularly passed by Council at a meeting held on the _____ day of _____, 2019.

Tricia Ingrassia, Clerk of Council