



**NORTON CITY COUNCIL  
COMMITTEE WORK SESSION  
MONDAY, MARCH 15, 2021**

The Committee Work Session convened on Monday, March 15, 2021 at 7:00 PM. The meeting was called to order by Dennis McGlone, President of Council, followed by the Pledge of Allegiance and a moment of silent reflection.

Roll Call:	Jack Gainer Dan Karant Paul Tousley Scott Pelot Charlotte Whipkey Joe Kernan Dennis McGlone	Also Present:	Mayor Zita Robert Fowler Pam Keener Justin Markey Kerry Macomber
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**COMMUNICATIONS FROM THE PUBLIC - None**

**COMMITTEE OF THE WHOLE**

A. Windfall - Expense Reduction Services Agreement – Mr. Kernan explained this company will see where the City is spending money and will audit accounts to reduce the amounts of expenditures within the City. Windfall Management Services guarantees a return on investment of 125% and the contract is for \$36,000. Ms. Keener explained that they guarantee \$45,000 in savings and if that amount of savings is not realized, they will refund the City the difference. Mr. Pelot asked about the time frame and Ms. Keener replied it is a one-year contract. Mr. Kernan noted this has been successful in other municipalities. Mr. Gainer asked where they would be looking for the savings and Ms. Keener replied they will look at different procurement types and any open-ended agreements, such as phone service, electric, etc. and ways to reduce costs. Mr. Pelot suggested a scenario where they identify savings that could be obtained through an upgraded HVAC system to save x amount, but the City chooses not to execute their recommendation and asked if we would still receive the guaranteed difference. Ms. Keener will discuss this scenario with Windfall and report back to Council. Mr. Karant recognized that personnel costs are usually one of the highest expense for businesses and asked if they might suggest cutting staff. Ms. Keener said they will not look for savings in personnel costs. There was discussion about the urgency of the proposal and it was agreed to continue the discussion next week. Mr. Kernan moved to add Ord. No. 37-2021 to Council’s next agenda for a first reading only; seconded by Ms. Whipkey.

Roll Call:     Yes:   Kernan, Whipkey, McGlone  
                   No:   None  
 Motion passed unanimously.

B. 2020 Audit Agreement – Mr. Kernan explained this is the annual audit for Fiscal Year 2020 and it is routine. Ms. Whipkey concurred stating it is basically boilerplate. Mr. Kernan

moved to add Ord. No. 38-2021 to Council's next agenda and waive readings; seconded by Ms. Whipkey.

Roll Call: Yes: Kernan, Whipkey, McGlone  
No: None

Motion passed unanimously.

- C. Asset Disposals - Mr. McGlone explained the list of equipment was distributed and they are scrap metal or trash. Mr. Pelot noted that price for scrap metal is down right now. Mayor Zita noted they don't want to store this equipment any longer. Mr. Gainer asked if these would be auctioned and Ms. Keener said they will all be scrapped. Mr. Fowler explained this was part of the grant agreement that the City received to obtain four (4) new vehicles. Ms. Whipkey asked if the useable parts have been removed and Mr. Fowler answered affirmatively. Mr. McGlone moved to add Ord. No. 39-2021 to Council's next agenda and waive readings; seconded by Mr. Karant.

Roll Call: Yes: McGlone, Karant, Tousley  
No: None

Motion passed unanimously.

- D. Appropriation and Estimated Resources Amendment – Mr. Kernan explained this is to move appropriations and resources to ongoing projects in the City and identified Cider Ridge, Fire Levies, Wooster Road Waterline, Walking Trail at Columbia Woods Park and City Hall renovations. Mr. Kernan noted that the City Hall renovations was approved last year, but not used. It is not new money allocated to the project. Mr. Fowler noted that the \$45,000 for engineering services at Cider Ridge will be paid by the developer and reimbursed to the City. Mr. Kernan moved to add Ord. No. 40-2021 to Council's next agenda and waive readings; seconded by Ms. Whipkey.

Roll Call: Yes: Kernan, Whipkey, McGlone  
No: None

Motion passed unanimously.

Mr. Gainer and Mr. McGlone noted that ten lots have already been sold in the Cider Ridge project.

- E. Enter into a contract with Wooster Builders for the stage roof construction not to exceed \$25,000. Mr. Kernan explained this is for half of the cost to build the stage in Columbia Woods Park and the Norton Kiwanis are paying the other half and he thanked them for their partnership. Mr. Fowler added that the Kiwanis have also paid for the design work and thanked them. Mr. Tousley asked if the roof was new construction or just shingles and Mr. Fowler said the structure will be wood beams with pillars and includes concrete work, wood and trusses' tied together, etc. It is pretty elaborate. He said Council purchased the wood beams already and he will provide a drawing of the pavilion to Council. Mr. Tousley asked if there were other quotes received. Mr. Fowler will follow up and check with the Kiwanis. He said they paid for the architect and design and also talked with a couple of builders. Ms. Whipkey noted the emergency language in this ordinance will be corrected. Mr. Markey concurred and said he has provided the Clerk with the appropriate language on four

ordinances and they will be correct at next week's meeting. There was discussion on the urgency of passing and it was decided to look at waiving the third reading. Mr. Kernan moved to add Ord. No. 41-2021 to Council's next agenda for first reading only; seconded by Ms. Whipkey.

Roll Call: Yes: Kernan, Whipkey, McGlone  
No: None

Motion passed unanimously.

- F. Enter into a contract with GPD for engineering of traffic signals on Barber Rd – Mr. Kernan noted this is just shy of \$25,000 for signalization at two intersections and it has been discussed previously. Mr. Karant inquired if this is a normal cost for traffic signals or are they different based on location. Mr. Fowler explained most are the same but these are going to include additional features like cameras and GPS to all safety vehicles to control lights, etc. Mr. Pelot said these are the new LED lights. Mr. Gainer noted they will be on the extended poles. Mr. Fowler said there are two grant funds that need to be used for the lights, but the design work needs to be done first. Ms. Whipkey noted that the emergency language on the ordinance will be cleaned up with the language on water removed. Mr. Kernan moved to add Ord. No. 42-2021 to Council's next agenda and waive readings; seconded by Ms. Whipkey.

Roll Call: Yes: Kernan, Whipkey, McGlone  
No: None

Motion passed unanimously.

- G. Enter into a contract with CTL engineering for Wooster Road observation – Mr. Kernan said this contract is for oversight on the Wooster Road project at a cost of nearly \$30,000. Mr. Fowler explained AMATS will cover 80% of the cost and there was an RFQ process to select CTL, which AMATS has approved. Mr. Pelot asked about core sampling to evaluate the road to determine the base stability of the road to make sure the longevity for the road is there. Mr. Fowler explained the resurfacing process. Mr. Gainer offered that a survey had been done in prior years that evaluated the conditions of the roads with core samples and it identified which ones needed base repair and it may include this one. It was recognized that Wooster Road has been neglected. Mr. Kernan noted the storm sewers are being put in that area. Mr. Kernan moved to add Ord. No. 43-2021 to Council's next agenda for a first reading; seconded by Ms. Whipkey.

Roll Call: Yes: Kernan, Whipkey, McGlone  
No: None

Motion passed unanimously.

- H. Change order #2 with Cavanaugh Construction – Mr. Kernan explained this is for new glass at the receptionists' windows and an insulated door within Council Chambers, and insulating air ducts in the walls at a cost of \$18,000. Mr. Fowler explained the glass was more expensive than anticipated but they made a modification to the specification and chose to upgrade. Ms. Keener added the total cost is still below the \$400,000 budget. Mr. Karant asked about improving the room's air circulation especially during the summer months and Mr. Fowler explained they have insulated the walls and corrected the solar panel had opened

vents and duct work that were disintegrated so those have been capped. Mr. Kernan moved to add Ord. No. 44-2021 to Council's next agenda and waive the second and third readings; seconded by Ms. Whipkey.

Roll Call: Yes: Kernan, Whipkey, McGlone  
No: None

Motion passed unanimously.

- I. Enter into a contract with EDG for engineering of Greenwich Rd Sewer – Mr. Kernan said this contract is in the amount of \$14,988 and Mr. Fowler explained the intersection at Cleveland-Massillon and Greenwich had been dug up by Barberton because of elevation. We now want to move the sewer to the west of the intersection. Ms. Whipkey asked where it was located and if it involved Brookside. Mr. Fowler responded it was down by the Circle K; it did not involve Brookside. They need to redesign the intersection. Ms. Whipkey asked about the Resident Project Representation (Inspection) and Mr. Fowler said that is when they are doing the construction and have someone on site, but we are only looking for the design work to be authorized. We are on the list for OPWC funding although do not know if we will get it, but will resubmit next year if we do not get it this year. We should get some project funding next year, including \$50,000 from Barberton. Mr. Kernan moved to add Ord. No. 45-2021 to Council's next agenda for a first reading; seconded by Ms. Whipkey.

Roll Call: Yes: Kernan, Whipkey, McGlone  
No: None

Motion passed unanimously.

- J. Enter into a contract with ARL for traffic control on SR 21 in an amount not to exceed \$10,050. – Mr. Kernan explained that the original quote was under \$10,000, which Board of Control approved. Final cost is over at \$10,050, which requires Council approval. Mr. Kernan moved to add Ord. No. 46-2021 to Council's next agenda and waive readings; seconded by Ms. Whipkey.

Roll Call: Yes: Kernan, Whipkey, McGlone  
No: None

Motion passed unanimously.

#### **TOPICS FOR NEXT WORK SESSION – Monday, April 5, 2021**

- A. Salt bidding from ODOT
- B. Mayor Zita announced that the Summit County Public Library will have a renewal levy on May 4, 2021 and they have asked the Norton City Council to support this levy.

#### **NEW BUSINESS**

Mr. Tousley asked about RITA and what they are offering for help and requested that the information be put on the website. Ms. Keener said the drive-through help will be at the RITA site.

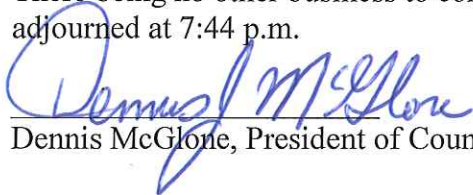
Residents can mail in their information and RITA will complete it. They can also go on the RITA website and populate the form.

Ms. Whipkey asked about the status of the Charter Review Commission and Mayor Zita said they have been sworn in. Mr. Markey said they will be meeting soon as they are checking schedules now.

Mr. Karant said his business received a letter from RITA that they have not filed for the past four years which was erroneous. He was concerned that other businesses may have received a similar letter. Ms. Keener will check with RITA to find out what happened.

#### **ADJOURN**

There being no other business to come before the Committee Work Session, the meeting was adjourned at 7:44 p.m.

  
Dennis McGlone, President of Council

I, Kerry Macomber, Clerk of Council for the City of Norton, do hereby certify that the foregoing minutes were approved at a Regular Council Meeting held on March 22, 2021.

  
Kerry Macomber, Clerk of Council

**\*\*Note: these minutes are not verbatim\*\***  
Original signed and approved minutes are on file with Clerk of Council.

