Mayor Infeld called the regular meeting to order at 7:36 p.m.

Roll Call: Present: Mrs. Frankie Goldberg
Mr. Thomas Cozzens
Mrs. Adele H. Zucker
Mr. Steven Sims
Mrs. Susan D. Pardee
Mrs. Pamela Cameron
Mr. Phillip Ertel

Also Present: Clerk of Council Kelly M. Thomas
Law Director Anthony J. Coyne
Finance Director Larry Heiser
Chief of Police Steven Hammett
Fire Chief David Rodney
Building Commissioner David Menn
Service Director Jeffery Pokorny

Pledge of Allegiance

Minutes of the meeting held on November 5, 2012

MOTION BY MRS. ZUCKER, SECONDED BY MR. COZZENS to approve the minutes as presented with the correction of the Law Director’s name to read Anthony J. Coyne. On roll call, all voted “aye.”

Comments from the Audience

No comments

Reports and Communications from the Mayor and the taking of action:

Mayor Infeld informed everyone that the November 2012 newsletter is being distributed to homeowners and to people on the email list. The leaf pickup period has been extend until December 7, 2012 due to the large amount of debris caused by hurricane Sandy.

Mayor Infeld announced that there will a town hall meeting on December 4 at 7:00pm to review the shared services study in regards to the merging of the University Heights fire services with those of Shaker Heights. The consultant’s study has been posted to the City’s website and is approx. 125 - 130 pages in length with graphs and pictures. The town hall meeting will allow the Mayor and City Council to receive feedback from University Heights residents.

Mayor Infeld noted that the beautiful home awards were present to 24 homeowners on November 12, 2012 in Council Chambers. Mayor Infeld remarked that the Administration is proud and happy about the lovely way residents maintain their homes allowing University Heights to keep the moto “City of Beautiful Homes.”

Mayor Infeld reported that there is a initiative being undertaken by the Heights Regional Chamber of Commerce for all it’s member cities including University Circle to apply for grant funding for economic development. More information will be forthcoming.

In following up on the senior transportation agenda item from the previous council meeting Mayor Infeld stated that she spoke to Janice M. Dzigiel, Executive Director of STC(Senior Transportation Consortium). STC is willing to work with the city and community in anyway necessary and will allow University Heights to continue its participation on a month to month basis until decision is made about the terms of contract.
Agenda Items:

A. Swearing-In of Law Director Anthony J. Coyne

Mayor Infeld performed a ceremonial swearing-in of the City’s recently appointed Law Director Anthony J. Coyne. Mr. Coyne was officially sworn in on November 1, 2012 in Mayor Infeld’s office.

Mr. Coyne introduced his wife and two daughters, his son was unable to attend.

B. Ordinance No. 2012-68 Transfer of Funds (second reading).

Finance Director, Larry Heiser reiterated that Ordinance 2012-68 transfers $110,000 from the General Fund to the Capital Improvements Fund (401) to afford payments of the upcoming expenditures which had already been appropriated at the beginning of 2012.

MOTION BY MR. COZZENS, SECONDED BY MR. ERTEL to approve the passage of Ordinance No. 2012-68. On roll call, on passage, all voted “aye.”


Finance Director Larry Heiser stated that these monies are currently in the Cedar Taylor Fund 212. The monies were originally transferred out of the General Fund to create the Fund and upon review the fund hasn’t been used in over 5 years. Therefore, Mr. Heiser is requesting that those monies be transferred back into the General Fund.


Finance Director Larry Heiser noted that in Section 1 of Ordinance 2012-72 the wording “whereas Ordinance 2012-40 was passed authorizing the Mayor to prepare and submit an application to participate in the Municipal Energy Program, the City of University Heights was awarded $46,575 in building improvements.” needs to be deleted. The correct wording for Section 1 should read “Amending the budget to provide for the current...”

Mr. Heiser informed council that these are monies from the TIF fund. Currently there is 3.2mil in revenues and expenditures. Mr. Heiser explained that at the beginning of 2012 it was estimated that the City would receive 3.2mil from assessments and taxes from the University Square project but the City actually received 3.5mil and all of it has to be turned over to the Fund’s Administrator. Ordinance 2012-72 corrects the budget so that the city’s expenditures don’t exceed its appropriations.

Mr. Sims asked for clarification, Mr. Heiser stated that at the beginning of 2012 it was estimated that University Heights would receive about 3.2mil from assessments and taxes from the University Square project. The city actually received 3.5mil and has to turn in all monies collected to the Fund’s Administrator. The 2012 budget originally noted that the city would spend 3.2mil but the city actually spent 3.5mil. The City’s expenditures can’t exceed what is appropriated therefore creating the need to amend the budget.

Mayor Infeld explained that the TIF Fund was created to pay for the public parking garage located at University Square. University Heights acts as a pass thru agent by receiving the collected county tax monies from the property. Within ten (10) days of receipt of the monies the city has to then turn those monies over to the Administrator. The Administrator was chosen by the Port Authority to ensure that the bonds are paid down.
E. Ordinance No. 2012-73 Transfer Estate Tax Revenue above Budgeted Estate Tax Revenue from the General Fund 101 to the Capital Improvement Fund 401 (first reading).

Mr. Heiser noted that after 2012 the estate tax revenue will no longer exist for local governments. Mr. Heiser proposed that the City takes those monies which are above what was budgeted and use them towards capital projects. The theory behind this method is that those monies are one-time windfalls and the city would be able to spend those funds on one-time expenditures such as trucks, roads, buildings, etc. This practice has also been utilized by other communities in the past.

F. Ordinance No. 2012-74 Establishing Section 1474.04(e) to Permit the Assessment of Court Costs for Legal Proceedings Initiated to Enforce the Housing Code (first reading).

Building Commissioner David Menn stated that Housing Inspector Zachary Hayek inquired about the possibility of the city charging for housing court cost. Mr. Menn explained that once the city files a court case against a homeowner, if the homeowner or their representative doesn’t appear for their court case over a period of time Shaker Heights Court reviews their docket and dismisses the case(s). University Heights is then billed for the court cost. This Ordinance would allow the city to recoup the fees associated with court cost. If the homeowner doesn’t refund the city the specified court cost within a stated period of time the cost will be affixed to the property taxes for collection.

G. Ordinance No. 2012-75 Amending Section 1424.09(a)(1) of the Codified Ordinances of the City of University Heights by Amending the Amount of the Inspection Fees (first reading).

Building Commissioner David Menn explained that this is the fee in charged for point of sale inspections. Mr. Menn informed the Council that he surveyed what the surround communities charge and University Heights is lower than all of them. With the expense and time it takes to complete home inspections Mr. Menn recommends amending the city’s inspection fees.

H. Motion to approve the purchase of GPS Clock Synchronization System for Police Department

Mayor Infeld stated that the Fire Dispatch Center wasn’t synchronized with the Police Department and that it is extremely important that all 911 calls be synchronized.

Police Chief Hammett noted he received quotes for the purchase of a GPS Clock Synchronization System from three (3) companies: Independence Communication, Spectracom and Symmetricom. The quotes from Independence Communication and Spectracom were identical in price except the quote from Independence Communication includes labor. The specs from Symmetricom were different and had deficient equipment. Chief Hammett recommended purchasing the GPS Clock from Independence Communication.

Chief Hammett also noted that the base station isn’t always synchronized with the mobile station in the patrol cars and that the Police Department is unable to provide actual certified copies of public records. The Police Department can only certify the content of the report.

MOTION BY MRS. GOLDBERG, SECONDED BY MRS. PARDEE to authorized the purchase of a GPS Clock Synchronization System for the Police Department from Independence Communication in the amount of $11,669.00. On roll call, all voted “aye.”

I. Motion to hold an executive session immediately following this regular meeting for the purpose of discussing personnel, litigation and real estate matters.

Mayor Infeld requested a executive session for personnel matters.

MOTION BY MRS. PARDEE, SECONDED BY MRS. ZUCKER to hold an executive session immediately following this regular meeting for the purpose of personnel matters. On roll call, all voted “aye.”
Directors’ Reports:

Finance Director Larry Heiser reported that the city is on target for income tax revenue. The city used a base of a 1% increase over 2011 but the city will probably see a increase of 1.5%.

Law Director Anthony Coyne reported that the AT&T lease is currently in negotiations for the cell towers located behind the Fire Department.

Building Commissioner David Menn reported that Family Dollar may open on Wednesday, November 21, 2012 if they pass inspection.

City Engineer Joseph Ciuni wasn’t present but Mayor Infeld reported that Mr. Ciuni is working with Fire Chief Rodney to gather a listing of streets to submit to the Cleveland Water Department for waterline replacement in 2013.

Committee Reports:

Civic Information Committee Chairman Susan Pardee announced the opening of Neighborhood Housing Services Law Center, Mark Wiseman Director and provided information on the existing Home Repair Resource Center. The Neighborhood Housing Services Law Center provides information to residents who are interested in purchasing a home at no charge. The center will assist persons in deciding if they qualify for financing to help avoid scams and predatory lending. The Home Repair Resource Center provides significant opportunities and programs for home owners, many are free of charge. There are workshops on how to contract for home repairs, health and safety issues, how to reduce heating cost, in home consulting, bathroom repair, etc.

Finance Committee Chairman Thomas Cozzens stated that the Finance Advisory Committee had a very informative meeting just prior to the council meeting at 6:30 to review budget issues and the plans to have the 2013 budget approved earlier than in the past.

Recreation Committee Chairwoman Pamela Cameron reminded everyone that there will be a joint meeting of Recreation Committee and Recreation Advisory Committee on Wednesday, November 28, 2012 at 7:00pm in Council Chambers to discuss the tennis courts, new park and to brainstorm.

There being no further business to discuss, the meeting was adjourned.

Susan K. Infeld, Mayor

Kelly M. Thomas, Clerk of Council