Mayor Infeld called the regular meeting to order at 7:02 p.m.

Roll Call:

Present: Mrs. Susan Pardee
Mrs. Pamela Cameron
Mr. John Rach
Mr. Steven Sims
Mrs. Michelle Weiss
Mr. Mark Wiseman

Absent: Mr. Phillip Ertel

Also Present: Law Director Luke McConville
Finance Director Larry Heiser
Clerk of Council Kelly M. Thomas
Police Chief Steven Hammett
Service Superintendent Jeffrey Pokorny
City Engineer Joseph Ciuni

Approval of Minutes from Regular Meeting September 19, 2016

Mrs. Thomas provided the revised in depth minutes under the City Engineer’s Director Report as requested at the previous Council meeting.

Mayor Infeld provided the following additional corrections:

- Page 3, item E, paragraph 3, first sentence delete the word “in”; replace gives with “puts” and insert “at” between “city” and “a” disadvantage…
- Page 3, item E, paragraph 5, add the words “as the Ordinance states” after the word yes

MOTION BY MR. WISEMAN, SECONDED BY MRS. WEISS to approve the Council minutes from September 19, 2016 as corrected and presented. On roll call, all voted “aye.”

Approval of Minutes from Regular Meeting October 5, 2016

The following corrections were made to the minutes:

- Page 5, item E, paragraph 5; replace operates with “supports” and They also with “The Board tracks”
- Page 9, Directors’ Reports, paragraph 7, line 5, should read “got back with the caller, Mr. Hernek”

MOTION BY MRS. CAMERON, SECONDED BY MR. RACH to approve the Council minutes from October 5, 2016 as corrected and presented. On roll call, all voted “aye.”

Comments from Audience

Mr. Paul Miller, 2370 Charney was present to say he likes the new community park and goes 2 to 3 times a week with his dog. Mr. Miller recommended that the City installs a doggy poop bag dispenser for persons who forget to bring their own and mile markers so that people know the distance they are walking/running.

Mayor Infeld thanked Mr. Miller for his comments and replied that the distance around the park is 3 tenths of a mile.

Mayor’s Report to Community

Mayor Infeld also reported that:

- City Newsletter will be out to the community soon
- The Cleveland Water Department will be holding a Public Meeting at 7pm on Wednesday, November 2 at John Carroll University in the Dolan Science Center. The Water Department will answer question regarding the water service transfer for the University Heights household and businesses who are currently receiving their water from Cleveland Heights and are being transferred to the City of Cleveland
Water Department in January 2017. Mayor Infeld added that other questions regarding the Cleveland Water Department can be asked at that meeting as well.

- Election Day is Tuesday, November 8
- Trick or Treat is on Monday, October 31 from 6pm – 8pm. Residents are encouraged to turn on their porch lights if they want to hand out candy to children. John Carroll Residency Life Association is also sponsoring their annual Trick or Treat event Thursday, Oct. 27 from 6pm – 8pm. All children have to come with an adult and register at the Student Center.
- Free Paper Shredding & Household Hazardous Waste Collection will be Friday, November 4 (8am – 4pm) and Saturday, November 5 (9am – 1pm) in the Service Yard at City Hall.
- City Hall is accepting nominations for Beautifully Decorated Homes – this is a seasonal designation.
- Announced that the City’s Arborist Mr. Tom Morgan was present at the meeting to provide a brief presentation about the City’s Tree Program.

Mr. Tom Morgan, City’s Arborist and resident of Cleveland Heights provided everyone with a brief overview of the City’s Tree Planting, Trimming and Removal Program.

Mr. Morgan stated that he has been a part of the Urban Tree Forestry Program for over 30 years. The city’s tree pruning and removal program is very aggressive and the trees range in age from having a few young and middle age trees to a large percentage of older trees with varying stages of declining conditions.

All city trees are visually examined block by block and street by street. Each tree is looked at individually to rank them and to determine if they need any maintenance. The ranking codes are either 0, 1, 2, 3, 4 or 5. Code 0 means the tree has been recently pruned and nothing needs to be done; code 1 means raise the branches up so that it meets the code 19’ over the sidewalk and 12’ over the street (but tend to trim the branches over the bark is removed); code 2 means that diversity can be accomplished as well as create an impression at the same time.

The tree planting program aggressively addresses vacancies to allow the look of the street to resemble a mini arboretum. The overall program allows for a diversity of about 25 different species with tough urban trees. The trees are USDA Disease Resistant Certified and the plantings are done late October, early November. Trunk guards are placed around the tree’s trunk initially to protect the tree during the handling during transporting and planting; but, more importantly the guards are left on the trucks for up to 6 years so that deers don’t scrub up against the bark.

Mayor Infeld asked Mr. Morgan how do the tree trimmers know which branches to prune in the winter months.

Mr. Morgan replied the trimmer performs a scratch test where a branch is scratched and if under the bark is green it means the branch is alive, if it is brown then the branch is dead.

Mr. Sims commented that in additional to the concern about trees on the tree lawns, Mr. Sims noted his thoughts that it would be a valuable service to the residents if there was some type of session that Mr. Morgan could lead to help the residents understand how to care for the trees on their property. Mr. Sims continued to say that in his experiences looking at University Heights, Shaker Heights and Cleveland Heights in particular and even parts of Cleveland had some very impressive trees which left an impressive impression for the community leading to all of his questions regarding trees and whether or not what the City is investing in today will create the same impressive impression in the future.

Mr. Morgan replied that is his hope, but added that he could say if it will give that same picture because years cities planted whole streets with the same tree. So currently Mr. Morgan said he is trying to avoid monoculture, the more diverse the plantings are the longer the trees will survive. You may lose a few of the trees but not all.

Mr. Sims asked even in the diversity in terms of the size, growth of the tree, is it taken in account whether there will be some uniformity along those lines. Mr. Sims stated he thought that diversity can be accomplished as well as create an impression at the same time.
Mr. Morgan agreed with Mr. Sims and noted that when the planting plan is developed the idea of uniformity is taken into account. It works good on paper, but sometimes has to be adjusted once the actual site is looked at including the underground utilities. Mr. Morgan stated he likes to keep 9’ from water and sewer lines and 6’ from gas lines.

Mr. Sims asked why some houses have 3 trees on the tree lawns.

Mr. Morgan replied that was done year past, but currently the rule of thumb is 1 tree per tree lawn, unless a corner house or the size of the tree lawn can handle more.

Mr. Wiseman echoed Mr. Sims comments about educating the residents and suggested having some type of flyer to inform the residents have to take care of their new tree because some residents may not be aware that it is their responsibility to take care to the tree once it’s planted. Mr. Wiseman also asked when a disease occurs is there a way to stem the disease or protect the trees.

Mr. Morgan replied some disease are easy to control, others have vectors that attacks the tree; such as Elm Bark beetle vector. There’s the host (plant), the pest and the environment, the city buys disease resistant trees.

**Agenda Item:**

A. **Motion to Approve the Purchase of Body Worn Cameras for the Police Department via State Contract through L3 Mobile Vision Incorporate in an amount not to exceed $15,558.50**

Chief Hammett reported that currently the department has 4 body cameras which are a couple of years old and need to be updated. Chief Hammett stated that he believes that in today’s environment that transparency in the police department is important. Therefore, he was requesting to have enough body cameras for every officer on the road who comes in contact with residents on a regular basis be equipped with a body camera. The benefits of body cameras are: expedite administrative hearings, instrumental in preventing litigation,

Mr. McConville agreed with Chief Hammett comments on the benefits of using body cameras for officers and added that from a Law Department standpoint has been helpful in a number of different ways.

Mr. Rach asked if the civilian is advised they are being videoed, does the person have any rights?

Chief Hammett relied no but noted that 90% of police vehicles are equipped with in-car video. The difference between that and the body cameras is that the body cameras capture more personal information and thus the body cameras are not subject to immediate public records disclosure like in-car video.

Mr. McConville noted that when he has seen officers wearing the body cameras, the cameras aren’t tiny and are noticeable. Mr. McConville added that he gets the impression that the person that the officer is talking to knows exactly what is going on. The camera is worn directly on the officer and you can see the camera.

Mr. Rach commented if the body camera video is subject to public records request after the case is closed and anybody request to see the video if the officer was inside a house could they capture people in the background such as children or person that weren’t involved in the case, could that be blurred out? What would happen if a person is charged; could they have access to the video as part of their defenseMr. Rach commented if the body camera video is subject to public records request after the case is closed and anybody request to see the video if the officer was inside a house could they capture people in the background such as children or person that weren’t involved in the case, could that be blurred out? What would happen if a person is charged; could they have access to the video as part of their defense.

Chief Hammett replied the request could be subject to some editing, it depends. In regards a charged person using the video as part of their defense, it could become part of the discovery, it would be up to the judge and out of the City’s hands.

Mr. Rach asked if there would be any training on conduct and the use of body cameras.

Chief Hammett responded that the Department has a policy that spells out everything regarding officer paradoxical behavior, anything outside of that acceptable behavior will have consequences.
Mr. Sims stated that although he liked the attitude, he wasn’t sure that some type of training wouldn’t be in the best interest of the officers and the community. Because there’s training that the police can have to help them better manage different situations that they may face. If the City would get out into the community and more importantly the schools. Maybe the schools could have their own information that they provide to the students to help the students understand the proper way in which to engage a police officer. And, at the same time the officer having the proper respect for the individual. Mr. Sims asked if it would be the officer responsibility to turn on the body camera.

Chief Hammett replied yes, it would be the officer responsibility to turn on the body camera during all citizen contact. If the camera is not turned on, that officer violated departmental policy and progressive discipline will be followed if the officer is saying too many I forgot. In regards to Mr. Sims concerns about training; Chief Hammett stated that every year all police officers have to go through continual professional training in the State of Ohio and the number of required hours increases every year.

Mrs. Pardee asked what the records retention policy for the body cameras, what is the time length and what is the ability for storage.

Chief Hammett replied the video retention period is 30 days.

Mr. Wiseman asked if 30 days was a time period set by State regulation. Noting the request was for 20 cameras, Mr. Wiseman asked if there are 20 officers.

Chief Hammett answered that the 30 days is per State regulation; you can’t make the time period shorter but you could make it a longer period of time. Currently there are 29 sworn officers but the most that will be on the road would be about 10 officers 12-13 includes the detectives. The Chief added that he wants enough body cameras that for everyone including himself when he is out on the road and has citizen contact.

Mr. Wiseman asked if body cameras should also be purchased for the Fire Department personnel.

Chief Hammett replied he didn’t think so. It would be hard to equip them with them because so much of their work is confidential with HIPAA laws.

MOTION BY MR. SIMS, SECONDED BY MR. RACH approving the Purchase of Body Worn Cameras for the Police Department via State Contract through L3 Mobile Vision Incorporate in an amount not to exceed $15,558.50. On Roll Call, all voted “aye.”

B. Motion Approving the Purchase of a Server for the Police Department via State Contract through L3 Mobile Vision Incorporate in an amount not to exceed $28,790.48

Chief Hammett stated that the current server is about 9 years old. 3TB, the hardware has been replaced twice, parts are no longer available and the vendor will no longer provide support for it. The server supports all of the department’s video data. The only other option would be a cloud (internet) based server where it would be easy to tap into, steal data and manipulate data. This option of purchasing a server is much more secure and less expensive than using cloud storage.

Mrs. Weiss asked who was in charge of researching servers such as that.

Mayor Infeld replied that one of the police officers serves as the IT manager for the police department.

Mrs. Pardee asked if the current server once replace will be used for other functions and if the requested server will have enough memory to serve it purpose for a period of time.

Chief Hammett stated that the current server may be able to be used in other areas and that the requested server should have enough memory to satisfy the department needs.

Mr. Wiseman asked if there were any issues with the police union and having one of the officers do an additional role in the City.

Chief Hammett replied he likes doing it and that it hasn’t been a problem thus far.
MOTION BY MRS. PARDEE, SECONDED BY MRS. WEISS approving the Purchase of a Server for the Police Department via State Contract through L3 Mobile Vision Incorporate in an amount not to exceed $28,790.48 and authorizing the Mayor to Enter into a Contract for the 2016-1 Tree Fall Pruning and Removal Program. On Roll Call, all voted “aye.”

C. Motion to Approve the Purchase of Closed Circuit Television System (CCTV) for the University Heights Municipal Complex via State Contract through I2C Technologies in an amount not to exceed $62,682.86

Chief Hammett stated that during the previous two a risk assessment inspections per State mandate the Department was admonished about the lack of video surveillance for the jail facility. State standards require that prisoners be monitored audible and visually throughout their entire incarceration. Currently there are problems with the video camera system because it doesn’t cover certain areas, which expose the department with some problems if something were to happen in those areas. So, the department tried not to use those areas because they aren’t under surveillance. Chief Hammett said the only option was either to bring the jail up to code, otherwise won’t be able to use it or outsource the prison population. Last year the department booked approx. 175 prisoners with the average stay of about 5 days for a cost of $27,000 to $30,000 with a cost of $100 per day/per prisoner for any full-service jail to house prisoners, this amount does not include medical or transportation. Chief Hammett stated that the jail portion cost of the cameras at a minimum it would be $20,619.20 to bring the jail up to the standards of the Bureau of Adult Detention. Chief Hammett added that he thought it would be responsible to look at the whole City Hall complex. The needs were based on a variety of factors; including documents that are received on a daily basis, weekly classified terrorist report from Homeland Security, etc. and the city’s own crime statistics.

Mrs. Weiss noted her agreement with the need and asked if Purvis Park was included.

Chief Hammett said that Purvis Park was not included, but would not be a problem to include it.

Mrs. Weiss asked if having a buzzer system for City Hall, Building and Police Department was considered as well as having a buzzer system with visual monitors so that employees can see visitors prior to buzzing them in.

Chief Hammett answered that those types of systems do exist but are very costly, but what is being requested will be adequate for the University Heights Municipal Complex.

Mrs. Weiss asked Mayor Infeld if there had be any thought for having a buzzer system.

Mayor Infeld replied that she would not want anything like that because these are public buildings and we want to be accessible to people. The suggested system should be fine at this point.

Chief Hammett said that all buildings would be under 24-hour surveillance and that the monitors will be monitored by the police department dispatchers.

Mrs. Pardee asked what type of manpower would be necessary to monitor the cameras all the time.

Chief Hammett replied that the monitoring would not create any staffing problems. The cameras pan on their own.

Mrs. Pardee asked if the new computer server would contain footage from the cameras?

Chief Hammett replied there will be a contract as well as a minimal maintenance cost. The cameras will be small motion detectors. Chief Hammett stated the 2 proposed cameras for the Community Park should be enough but additional cameras could be ordered. As far as placement in City Hall they would be in; Council Chambers, hall where secretary sits, near the Finance Department, hallway to Council Chambers, etc. In other buildings, they would be outside and in the entranceways.

Mr. Wiseman asked if the cameras would pan the area they are monitoring and asked if two cameras would be enough for the community park.

Chief Hammett said some of them will pan and that the two cameras will be placed in places appropriate to view the necessary areas but additional cameras can be added if needed.

Mr. Wiseman also asked if the new computer server would contain footage from the cameras?
Chief Hammett replied he believed there was software for that, but also that storage of film from the cameras is not required because it doesn’t document police or public operations, they are just surveillance cameras so there is no retention period for them. Mr. Wiseman clarified that the camera data will not be saved for 30 days, they are just so real time can be monitored.

Chief Hammett said data will not be purged immediately so will probably be saved for 10 to 12 days.

Mr. Wiseman agreed that cameras can be a deterrent and suggest that signs be posted altering the public that they are under surveillance. Mr. Wiseman also noted his agreement to place cameras up at Purvis Park.

Mr. Sims added to Mrs. Pardee’s and Mr. Wiseman’s concerns of whether 2 cameras for the community park would be sufficient and suggested to Chief Hammett that if he would be assessing the wiring of Purvis Park for cameras that he also re-assess if the 2 cameras for the community park are sufficient. Mr. Sims clarified the company name to be I2C. Lastly, Mr. Sims noted that there are local purveyors of these types of systems and asked the city was using the State Contracts as opposed to other processes.

Chief Hammett replied that upon researching this they found out the items were under State contract and that he personally preferred to go with the State contract so that there is no perception that he was looking for someone in particular to perform the work.

Mayor Infeld asked Chief Hammett if other municipalities used I2C.

Chief Hammett answered at least one and that they are well regarded.

There was no further discussion regarding this item.

MOTION BY MR. WISEMAN, SECONDED BY MR. SIMS approving the Purchase of Closed Circuit Television System (CCTV) for the University Heights Municipal Complex via State Contract through I2C Technologies in an amount not to exceed $62,682.86. On Roll Call, all voted “aye.”

Mayor Infeld asked Council for a motion to add authorization for the Mayor to sale of two (2) 2012 Dodge Charges police vehicles to the City of Florence, Colorado Police Department for $21,500.00 to the agenda. Mayor Infeld stated that the vehicles were listed on gov.deals but the auction period end and the City of Florence came forward after the auction ended.

Mr. Heiser added that 4 different companies contacted him regarding the cars; one of the companies was a police training center that wanted the City to donate the cars to them; one was a non-forfeit from New England who drives children who are terminally ill; a broker who wanted to sell them to a Village in Michigan gave an offer of $21,000. Mr. Heiser stated that they were listed on gov.deals for $12,000 each but there were no bids. The options are to either accept the bid or place the cars on gov.deals again.

MOTION BY MRS. PARDEE, SECONDED BY MR. WISEMAN to add authorization for the Mayor to sale two (2) 2012 Dodge Charges police vehicles to the City of Florence, Colorado Police Department for $21,500.00 to the agenda. On Roll Call, all voted “aye.”

MOTION BY MRS. PARDEE, SECONDED BY MRS. CAMERON to add authorization for the Mayor to sale two (2) 2012 Dodge Charges police vehicles to the City of Florence, Colorado Police Department for $21,500.00. On Roll Call, all voted “aye.”

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

There was no need for an executive session.

**Directors’ Reports**

Police Chief ~ Steven Hammett had no reported. Mr. Sims commented on the suggestion he mentioned at the previous Council meeting regarding holding a community discussion around drugs and the use of drugs and noted that information regarding the Cleveland Drug Court.

Mayor Infeld added that she and Mr. Sims have attended the graduation that the Cleveland Drug Court holds at John Carroll University.

Mayor Infeld reported that she offered the Building Commissioner position to an out of state candidate and he will be starting in a month or so.
City Engineer Joseph Ciuni reported the following: (1) Cleveland Water Department will meet with University Heights residents on November 2 at John Carroll University to answer questions regarding the switching University Heights residents to were receiving their water from Cleveland Heights to the City of Cleveland, (2) the road resurfacing program is completed and the remainder of the funds will be used for large patching; and (3) Churchill Blvd. is now receiving their water from the main water line, clean-up and re-seeding tree lawns will be done in the next week. Mr. Ciuni also stated that Cleveland Water had tested the water on Churchill 2 to 3 times and everything tested fine, this was done before switching the homes from the temporary water line to the permanent water line.

Mrs. Weiss asked Mr. Ciuni about the large divots that were left on Green Road. Mr. Ciuni replied that was done by the contractors for the waterline, but the divots will be repaired.

Mr. Wiseman commented he didn’t how the water was tested for chlorine but when he went back a week later and talked to residents the water still tasted like chlorine. If this is going to be the go forward procedure in the future, Mr. Wiseman stated he thought that the City may want to figure out a way to hold their (water company/contractor) feet to the fire because the water still tasted like chlorine even though they said everything was fine. Mr. Wiseman also suggested for the next contract that the contractor or City makes more effort to let the resident know what is doing on before things actually happen because not a single resident that he spoke to had received a letter before the project started that indicated anything about the project; i.e. this is what is being done, this is what it means to you, this is where your water going to come from, etc.

Mr. Wiseman also asked if plates could be placed on Green Road where the divots are because the divots are huge. Mr. Ciuni replied that there are plates on Green Road but they have been taken off for cold patching.

There were no other Director reports.

Standing Committee Reports:

Civic Information: Mr. Rach reported that the committee will meet on October 20th at 7pm to discuss senior transportation.

Finance Committee: Mrs. Pardee stated there will be a Joint Finance/Advisory Committee meeting on October 27 at 7pm to review the results from last year’s audit and high level view of the budget to start. Other agenda items will be added soon and the agenda will be sent out a week prior to the meeting. Mrs. Pardee also commended and thanked the Clerk on the minutes, the attention that was taken at Council request to add to the last set of amended minutes and then to make sure that there was sufficient information in substance in the last set of minutes. Mrs. Pardee stated that there are other neighbors who are looking for mile markers at the Community Park, that is a common request. Also, regarding Halloween - the next door social media app has a way to sign up your house so that parents who are using that application can know the house that are open for Halloween Trick or Treating from the app.

Governmental Affairs: Mrs. Weiss reported that a committee meeting will be scheduled in the next couple of weeks and an updated listing for businesses with their number of years will be ready at the next meeting.

Service and Utilities Committee: Mr. Sims stated that committee will meet in November.

There being no further business, the meeting was adjourned at 8:57pm.

MOTION BY MR. WISEMAN, SECONDED BY MR. RACH to adjourn the meeting. On roll call, all voted “aye.”

Susan K. Infeld, Mayor

Kelly M. Thomas, Clerk of Council