

COMMUNITY SERVICES ADVISORY BOARD
Friday, January 18, 2013

Attendance: Debbie Bock, Ann Gilmore Orin, Dave Britton Nancy Girardot, Mary Munn , Diane Pavan, Victoria Stavlas

Guests: None

Absent: Councilman Dwight Clark, Penny Dolski, Scott Pohlkamp, Ellen Screwvalla, Georganne Vartorella

- I. **Minutes:** The minutes of the October 2013 meeting were approved as written.
- II. Announcements – Mary Munn resigned at the end of her term and will be replaced with former councilman Scott Pohlkamp.
- III. Audience Comments – none
- IV. Department updates:
 - a. **Community Services**
 - i. **ADA Equipment** – Debbie stated that the city was preparing the old woodshop for the Bike Co-op and all of the ADA Equipment that had been stored there, is now moved to the former women’s police cell in the basement of city hall. This program highly utilized by residents with 5-6 pieces being loaned out daily.
 - b. **Senior Center**
 - i. **Soup Cook Off-** Debbie stated that the Cook Off will be held on Jan. 25th and that all tickets must be purchased in advanced. The event has become so popular that it is too difficult to accommodate walk-ins.
 - ii. **Facility- ADA Improvements etc-** Debbie described the work that has been completed as a result of the grant at the Dwyer Center as well as the work that has not been completed. Push buttons were added to the front doors, left entrance, West doors and back patio area. The restrooms located in the west hallway had stalls enlarged for ADA accessibility and new sinks. Concerns remain in that the doors to the bathroom are very difficult to open and the grant had detailed that ALL restroom doors would have push buttons and upgrades would be made to the bathroom located next to the kitchen as well as the west side. The lighting in the carpeted section of the center was to be improved as well. This is scheduled to start on Monday the 21st and was mostly complete at the writing of these minutes. The advisory board members present decided that they should write a letter to council urging completion of the remaining items as described in the grant project description. Of particular concern were the stall in the women’s restroom that is too small to navigate, and the difficulty in opening the doors. The consensus is that the group is very pleased with the lighting being addressed.

iii. Building Upgrades- Building Director Dan Galli requested that each department make a list of building improvements needed. Debbie read the list to the group as follows:

Dwyer Center Improvements

Electrical Issues

- Install new lighting in northern half of the building
- Install actual switches to turn lights on instead of turning off fuses every day
- General and task lighting for cards, reading, puzzles
- GFI in kitchen, per code (we have been in violation for years)
- Install “Easy Heat” gutter and Roof Ice Dam Wiring in North East corner of the building
- Bring building up to code electrically

Flooring

- Install new carpet in northern half of the main building and offices
- Refinish parquet floor in the southern half of the main room
- Inspect and replace transitional thresholds where necessary

Room Divider

- Install soundproof room divider

Bathrooms

- Total gut and remodel of the baths by the kitchen
- Adjust door closers so doors can be opened easily by the most frail seniors and those with walkers and wheelchairs

Blinds

- Install new commercial quality blinds in the southern half of the building- room darkening for movies and presentations.

Painting

- Paint both main activity rooms
- Exterior doors and trim
- Possibly interior bathroom doors

Storage

- Build window seats on west side creating built in storage eliminating need for various containers and boxes
- Move seasonal items to city hall to be used only as needed
- Determine best storage with accessibility to ADA for loan

- Create adequate storage that is not a violation of the fire codes

Exterior

- Rework deteriorating brick or suitable exterior covering to the building
- Front door for Community Services Office- storm door blown off in storm- needs replacing ASAP
- Garage to house vehicles securely and ADA equipment.

Dave Britton indicated that Mike Feckanin from Masonary Restoration-Maintenance would be a good person to obtain an estimate from regarding the exterior brickwork. His company has completed major work at the Knickerbocker Apartments and another large job at a building in Lakewood, and they are very pleased with the results.

V. Old Business

Employee Wellness- Debbie reported that the Wellness Group had been disbanded, but the mayor has since indicated that she would like to rejuvenate it so the status is pending at this time.

VI. New Business-

Discussion regarding emergency response to disaster for vulnerable population- Debbie explained that the mayor had created a task force to address city response to disaster assistance. The mayor specifically asked that the Advisory Board take a look at how assistance could better be provided for our senior population.

Debbie shared the CERT application form and reviewed their mission and operation. Many Bay residents had completed applications for this program when it was first introduced several years ago. The CERT Safety net Program has compiled a confidential database of special needs residents in the Westshore Communities. If disaster strikes, large or small, volunteer members may be activated to make contact with SAFETYnet registered residents in the affected areas to check on their welfare and help meet their emergency needs. It is basically a caring connection of neighbors helping neighbors. Communities included are Bay Village, Fairview Park, Lakewood, North Olmsted and Rocky River. They are a local and regional part of the Cuyahoga County Citizen Corps. Debbie has asked that this information along with a link for application to be loaded on the city website. The Westshore CERT Coordinator is Tricia Granfors who can be reached at 440-716-4135 or granforst@north-olmsted.com.

The board members briefly discussed the merits of this group and decided that it is more logical to have this group conduct welfare checks on our residents since they have an extensive group of well trained volunteers with resources much greater than the two individuals employed in the Community Services Department.

Further discussion included information posted on Ready.gov for recommended items to include in a basic emergency supply kit. Dave Britton stated that he had purchase headlight flashlights for all the residents at the Knickerbocker Apartments during the recent power outage. All agreed that these would be easier to use than a flashlight because it free both hands up to use as needed. They can be purchased at Costco much cheaper than Lowes or Home Depot.

Additional discussion included the emergency preparedness program from the Board of Health that Rebecca Hysing offers. Their emphasis is that preparedness falls first on the individual, then the family, and lastly the city or county. Each person needs to have basic things on hand before an emergency, and keep them updated and fresh is not used before the expiration dates. Trip and fall hazards should be addressed in a home before the power goes out. Communication is all important. Debbie indicated that she would like to put together a program for the senior center utilizing some of these resources.

- **Election of a Chairperson- the board elected Diane Pavan for another term as chairperson.**

VII. Council Update

- Councilman Dwight Clark was unable to be present but submitted the following report:
- 1) City Administration and Council's Finance Committee has started to work on a 2013 year budget. We are required to finalize and approve this year's budget by the end of March. With the elimination of Ohio's Estate Tax and certain other revenue reductions, we will once again be faced with the growing challenge of balancing our annual budget;
- 2) Renee Mahoney recently joined the City as our new Finance Director on January 4th. A resident of Lakewood, Renee comes to us from the City of Shaker Heights as their Assistant Finance Director, bringing many years of experience to Bay Village. She is working part-time through (3-4 days) through February, then full time in March;
- 3) Scott Pohlkamp was recently confirmed (on December 27th - check out today's West Shore Sun) as the newest member of the Community Services Advisory Board. Scott's time commitment to a new professional position was the primary reason for his stepping down from Council. His leadership will be missed. I have copied Scott on my reply, in the hopes he can join the meeting tomorrow;
- 4) Steve Lee, a long time Bay Village resident, was recently confirmed as our newest at-large Councilman. Steve and his wife, Diana, live on Timber Lane, and have two children in the Bay Schools. He is currently a Board member of the Village Foundation and Bay Rockets Association, and has also served on the Bay School System's Citizens Advisory Board;
- 5) In November of this 2013 year, the Mayor and all but one of current City Council members (other than Council President Paul Koomar) will be up for re-election.
- 6) Council will be tackling a number of larger capital projects this year, noted as follows, and in no particular order:

Sewer projects - a) Cahoon aerial sanitary sewer (currently in process - located on Wolf Road at the bridge just east of Cahoon Road); b) Cahoon Road sewer project (Lark-Aberdeen-Rexford-Knickerbocker area); and c) Lake Road Pump Station. The cost of these three projects exceeds

\$3,000,000. Council will start discussions and action on improvements at the Community House, which are long overdue. There is also a need to replace the Columbia Road steps (at Lake & Columbia), going down to Lake Erie. The City will finish the new Dover Center tennis courts in spring of this year. In my opinion, we still have work to do to provide needed improvements to Dwyer Center....your input on the latter would be most appreciated;

- 7) City Council and Administration have hired a professional firm, Findley Davies, as our health care consultant. Given health care is one of the City's larger expense items each year, coupled with the budget challenges we face this year, and in years to come, we are looking to find sensible ways to reduce the cost of health care, while still providing excellent coverage to full-time employees of the City;
- 8) Bay Village will begin labor negotiations with each of the City's five bargaining units shortly. Current union contracts expired at 12-31-12 for our Fire, Police (2), Service and Administrative units.
- 9) Other major capital projects to be initiated around the City in 2013 include renovations to each of our five Bay Village Schools (Normandy, Westerly, Glenview, Bay Middle and Bay High), coupled with the construction of a new health care facility for Bradley Bay (to be located just south of their existing nursing unit); and, finally,
- 10) Yes....the traffic lights are now working at the Bradley-Naigle Road intersection, and the I-90 Nagel Road exit is now open, both of which will assist and hopefully ease traffic flow in and around Bay Village.
- Have a great meeting, and it is my honor and pleasure to serve the City of Bay Village and each of you.

Dwight A. Clark, Council-at-large

The meeting was adjourned at 11:00.

Meeting dates for 2013 will be April 19th, July 19th, and Oct 18. All meetings to be held at the Bay Lodge and start at 9:00 am!