

THE CITY OF STREETSBORO, OHIO  
**SERVICE COMMITTEE MEETING MINUTES**

Monday, November 8, 2021

[Prior to the meeting Mrs. Field welcomed the high school students in the audience and explained this evening's proceedings.]

This Service Committee Meeting was called to order on Monday, November 8, 2021 at 7:14 p.m. by Michael Lampa, Chairman.

PRESENT: Mike Lampa, Justin Ring, Jon Hannan, Anthony Lombardo, Jennifer Wagner, Julie Field

ABSENT: Chuck Kocisko

ALSO PRESENT: Glenn Broska, Mayor  
Frank Beni, Law Director  
Patricia Wain, Police Chief  
Rob Reinholz, Fire Chief  
Bill Miller, Service Director  
John Cieszkowski, Planning Director  
Patrick O'Malia, Economic Development Director  
Shawna Lockhart-Reese, HR Manager  
Katie Harrison, Water Dept. Administrator  
Caroline Kremer, Clerk of Council  
[by Zoom video conferencing:]  
Jenny Esarey, Finance Director  
Justin Czekaj, Engineering Director

**MOTION: TO EXCUSE MR. KOCISKO.**

Moved by Mr. Ring, seconded by Mr. Hannan. Upon voice vote, **motion carried.**

**Disposition of Minutes**

**MOTION: TO ACCEPT THE REGULAR SERVICE COMMITTEE MEETING MINUTES OF JULY 12, 2021 AND AUGUST 9, 2021, THE SPECIAL SERVICE COMMITTEE MEETING MINUTES OF AUGUST 23, 2021, AND THE REGULAR SERVICE COMMITTEE MEETING MINUTES OF SEPTEMBER 13, 2021 AND OCTOBER 11, 2021 AS WRITTEN.**

Moved by Mr. Ring, seconded by Mr. Hannan. Upon voice vote, **motion carried.**

**Old Business**

None.

## **New Business**

### **Discuss Purchase of BS&A Water Billing Software**

Mrs. Harrison said the City has had the old billing software since 2013 and it has been having several issues, so the Water Department has been looking for a new billing software program. They had to consider all the elements that worked with the billing software, Invoice Cloud being a major consideration, and possibly Dude Solutions too. They had found two programs that may work, but after researching and calling other communities for references, they determined to purchase BS&A Utility Management. This purchase at \$59,065 would come out of a new account line item for Water Software. There would also be a new scanner and printer required for an additional \$1,675 which would come out of the Trucks/Equipment account line. There would be an annual fee starting next year of \$13,760. This new billing system would allow the water customers to log online, create an account, and check their usage, which could help reduce phone calls and visits to the Water Department. The water customers will still be able to pay their bills online with Invoice Cloud.

The money for this purchase had been budgeted. A new line item for Water Department Software was created and this purchase would come out of that line item. Ms. Esarey confirmed all the CARES money had been expended and this purchase would not come out of that money. The rules were very clear that the use of the recently received American Rescue Funds for the Water Department had to be specific to clean water and Ohio EPA, and this would not qualify.

**MOTION: TO MOVE THIS TO THE NOVEMBER 22, 2021 FINANCE AND REGULAR COUNCIL MEETINGS.**

Moved by Mr. Ring, seconded by Mr. Hannan. Upon voice vote, **motion carried.**

### **Discuss Purchasing Work Order/Asset Management Program from Dude Solutions**

Mr. Miller said as they were researching the new water billing software options, they also researched work order program/asset management tools. This new program would also give the mechanics work orders so they could track all their stuff, so everything would coincide together. This program would allow the Service Department to track things per address to see the history of work at the address. The staff would be able to carry tablets with them to be able to fill out work orders as they completed them, so it could be done in the field instead of back at the offices. This is something the Service Department had needed for a while; it will be good to move beyond the paper work orders.

Mr. Miller said this was not a bad price. The Service Department had looked at a few options. The City of Hudson highly recommended this option from Dude Solutions.

**MOTION: TO MOVE THIS TO THE NOVEMBER 22, 2021 FINANCE AND REGULAR COUNCIL MEETINGS.**

Moved by Mr. Ring, seconded by Mrs. Field. Upon voice vote, **motion carried.**

T-7125 Authorize Emergency Repair of Truck #923

Mr. Miller said Truck #923 was sent out for some repair work that was authorized by the Board of Control not to exceed \$8,499 including the required towing. While they were working on it, they found more work that was needed for an additional \$21,346.13. He asked for authorization to spend up to \$23,449 to get this truck repaired and back into service. The Mayor had already authorized an emergency purchase order to get the repairs started. Mr. Miller hoped to have the truck back into service by the end of the week.

This was an older truck (maybe 11 years old) but it was still part of the main plow truck fleet. When a new truck was cycled in, this old truck would be kept for 3-4 years to be used as a back-up or for ditching or other work while the plow trucks were loaded with salt and had the plows attached, until it became too much of a maintenance burden.

**MOTION: TO MOVE THIS TO TONIGHT'S REGULAR COUNCIL MEETING.**

Moved by Mr. Ring, seconded by Mrs. Field. Upon voice vote, **motion carried.**

**Citizens' Comments**

None.

**Announcements**

A Special Finance Committee Meeting will immediately follow this meeting.

There being no further business to be addressed by this committee, and upon motion by Mrs. Field, seconded by Mr. Hannan, this meeting adjourned at 7:22 p.m.

ATTEST:

\_\_\_\_\_  
Caroline L. Kremer, Clerk of Council

\_\_\_\_\_  
Michael L. Lampa, Chairman