



**Meeting of the  
Administration/Public Works Committee  
Record of Proceedings - APPROVED  
Tuesday, April 9, 2019 at 6:00 pm  
City Hall Community Room at 16860 Main Street**

**I. Welcome and Roll Call**

Chair Garritano called the meeting to order at 6:00 pm. Attendance roll call was taken with following results:

Committee Members in Attendance: Chair Joe Garritano  
Council Member Dave Bertolino  
Council Member Katie Dodwell  
Council Member John Gragnani  
Council Member Ray Manton  
Council Member Tammy Shea  
Council Member Greg Stine *arrival at 6:09*

Committee Members Absent: Council Member Cheryl Jordan

Staff Members in Attendance: Co-Interim City Administrator Steve Cross  
Director of Public Works Rick Brown  
City Attorney John Young  
Meeting Recorder Carla Patrick

**II. Approval of Meeting Minutes from March 22, 2019**

The minutes of the March 22, 2019 special meeting were submitted for Committee approval.

Council Member Gragnani motioned for approval of the March 22 special meeting minutes, and Council Member Dodwell seconded the motion. A voice vote was taken with unanimous favorable support. Council Member Stine was not yet present. Therefore, Chair Garritano declared the motion passed.

**III. Public Participation**

None

**IV. ADMINISTRATION**

**A. For Information**

**1. Sales Tax Update (Wards – All)**

Co-Interim Administrator Cross reported January pooled sales tax receipts (received in March) were over Budget, but less than prior year.

**B. For Action**

**1. Requested Modifications to the Entry Area of City Hall to Accommodate the new Metal Detector and Hand Wands (Wards – All)**

Co-Interim Administrator Cross presented a recommendation for modification of the first floor of City Hall for installation of a security checkpoint entrance utilizing newly purchased metal detector and hand wands.

Discussion included police staffing, utilizing for Court night only at this time, future security measures, protocols, future inclusion of all meetings and second floor entry options.

Council Member Shea motioned to recommend proceeding to architectural plans for the changes to the entry area of City Hall to include a security check point. Council Member Bertolino seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

Council Member Shea motioned to recommend consideration of full security measures for all City meetings. Council Member Gragnani seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

**2. Policy to Address a Council Member Vote Cast by Telephone if Unable to Attend a Committee Meeting (Wards – All)**

City Attorney Young presented the legal parameters for Council Member vote attendance.

Discussion included diminished quality of participation in non-physical attendance, logistics, respectful meeting times, and attendance commitment.

Council Member Shea motioned to recommend legislation providing Council Member meeting and/or voting participation to require physical attendance at the meeting, inclusive of Council, Committee and Ad Hoc meetings. Council Member Manton seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

**V. Public Works**

**A. For Information - none**

**B. For Action**

**1. Contractor Bids for 2019 Ultra-thin Bonded Asphalt Wearing Surface Project (Wards – One, Six, Seven and Eight)**

Public Works Director Brown presented bids for Nova Chip resurfacing project to include portions of Manchester Road, Melrose Road and Old Fairway Drive. Low bid was N.B. West Contracting.

Discussion included life expectancy of product and surface skid resistance.

Council Member Dodwell motioned to recommend contracting with N.B. West Contracting for the Nova Chip Ultra-Thin Bonded Asphalt Project for the not exceed amount of \$557,586.00. Council Member Shea seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed

**2. Consultant Agreement for Preliminary Design of Three Bridges at Ossenfort and Wild Horse Creek (Ward – One)**

Public Works Director Brown reported that the Department reviewed Statements of Qualifications for Consulting Engineers, and selected CDG Engineers for preliminary design of three bridges along Wild Horse Creek Road.

Discussion included funding within the Capital Projects Fund Budget, site distance concerns, creek disturbance and right of ways.

Council Member Dodwell motioned to recommend contracting with CDG Engineers for preliminary design of Bridges #385, #386 and #387 for the not to exceed amount of \$130,000. Council Member Stine seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

**VI. Next Meeting: Tuesday, May 7, 2019**

At this time, Council Member Shea motioned to strike Agenda Item (3) Elected/Appointed Officials Paying for Records Requests from the High Priority agenda topics of the Items Not Ready for Action. Council Member Stine seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

**VII. Miscellaneous**

Council Member Bertolino expressed gratitude for the service of Council Members Shea and Stine.

Co-Interim Administrator Cross reported the status of the Social Media Policy agenda topic.

**VIII. Adjournment**

A motion to adjourn the meeting was made by Council Member Manton and seconded by Council Member Gagnani. A voice vote was taken with all members in agreement. Therefore, Chair Garritano declared the meeting adjourned at 7:26 pm.