

# COUNCIL OF THE VILLAGE OF BROOKLYN HEIGHTS

## MINUTES OF A MEETING

HELD January 8, 2019 20

A meeting of the Council of the Village of Brooklyn Heights, Ohio was held on January 8, 2019 at 7:30 P.M. with Mayor Michael Procuk presiding.

The Pledge of Allegiance was recited at this time.

Present at roll call:	Councilmen:	Blados, Foote, Lasky, Presot
	Mayor:	Procuk
	Clerk/Treasurer:	Frank
	Law Director:	Dowling
	Engineer:	Henry
	Police Chief:	Algeri
	Fire Chief:	Stefanko
	Service Director:	Hatgas
	Bldg. Commissioner:	Monaco/Sonenstein
	Comm. Service Dir:	Guilfoyle
	Recreation Dir:	absent

**MOTION:** Mr. Foote moved to excuse Mr. Walsh who is in Traverse, MI on business. Second by Mr. Lasky Motion carried 5-0

### CORRESPONDENCE

- Thank you from the Maras family for the support, expression of sympathy and police escort for the funeral of Dolores Maras.
- The promotion of Jeremy Dzik will stand as of the completion of his probationary period.
- Notice from NOPEC regarding Community Grants. We are eligible for a \$1,500 sponsorship award for Park Board activities.

### AUDIENCE COMMENTS

- None

### GUESTS

- Greg Cingle – BH Tax Administrator
- Brian Thunberg and Matthew Mau – R.I.T.A
- Mr. Frank told council that he asked these gentlemen to come to the meeting so that they can explain the R.I.T.A practice and some of the processes we have available to us.
- Mr. Thunberg explained that in 2018 they collected \$9,500 in delinquent or missing tax dollars for the village. He also explained that they are linked to the IRS and can match-up W-2's to make sure they are collecting the correct tax dollars.
- The village should collect about \$5.4 million tax dollars in 2019 and that will include the balance of 2018 from the half percent tax increase.
- R.I.T.A does a match-up with the IRS Federal return. If it comes in with a Brooklyn Heights address then R.I.T.A checks to make sure a R.I.T.A return was filed also.
- Small Businesses pay withholding to the community of their primary place of business.
- Per HB 5, a contractor working 20+ days in a municipality is required to withhold taxes for that community.
- When a building permit form is requested we can also give a R.I.T.A Business Registration form. This form also asks for the names of the employees and any sub-contractors.
- Once a registration form is completed OR a Federal Tax Return is filed, R.I.T.A will know and they make a phone call to the payroll department requesting that the taxes be paid to the municipality
- R.I.T.A. will count on us to get them information on projects within the village.
- Council was given a lot of information regarding the RITA collection process

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### COMMUNITY SERVICES

- Held two Holiday Art-in-the-Park sessions with 17 children & 13 children respectively
- YEAR IN REVIEW:
  - Expanded the Art-in-the-Park summer program to include additional ages, presenters and field trips
  - Teamed with a local business and the CHS Home Economics class to provide meals for the Senior Socials
  - Approximately 1000 runs including Meals on Wheels but not including Art-in-the-Park, Summer School or Safety Town
  - Secured a new Meal on Wheels vendor for healthier meals
  - Had 200 visits to the food pantry
  - Helped 12 village families through Project Hope
  - Received a donated freezer
  - Received \$500 in cash donations through individuals and organizations
  - Received a \$4,000 grant for the 2018 Art-in-the Park session
  - Have been approved for a \$40,000 grant for 2019. (\$32,000 NOACA vehicle grant and \$4,000 CAC for 2019 Art-in-the-Park)

Mrs. Guilfoyle told council that most non-residents pay for the sport when they sign-up but some don't. We have had a problem collecting the late sign-up assessed fee of \$25. When there is a late sign-up the fee is assessed to both resident and non-resident. If they don't have a credit card they can pay cash or check at the Municipal Office.

Mrs. Guilfoyle gave council a few options to remedy this problem:

1. We can force the payment at registration to non-residents
2. No registrations accepted after the deadline grace period.
3. Go on as we have been
  - Council opted for #3, but any late fee must pay at sign-up or they don't play.

Mayor Procuk asked if Sports Illustrated charges us and she said that they charge for credit card use. Usually the money we collect offsets any fees to SI but last July we owed SI \$53.62 due to late fees.

### SOCCER COMMISSIONER

- YEAR IN REVIEW:
  - 2018 Spring soccer : Mr. Shadd attended two meetings, puts together the teams, orders the shirts, recruits coaches and referees.
  - Season runs from 1<sup>st</sup> weekend in April ending the weekend prior to Memorial Day
  - We have five – eight teams including the Dynamites.
  - In May he runs the Elk's Soccer Shoot-out
  - 2018 Fall the process is the same
  - The season finishes prior to Halloween
- 2019 Spring soccer sign-up are underway through February 17<sup>th</sup>.
- February 18<sup>th</sup> – 24<sup>th</sup> is late registration with a \$25 fee at the time of registering. After Feb. 24<sup>th</sup> you cannot sign-up.

### RECREATION DIRECTOR

- Dale Krzynowek is attending a home basketball game at Garfield Hts. (his full-time job)
- Basketball is running smoothly and the teams are playing hard, learning and having fun.
- Girl's 3<sup>rd</sup> & 4<sup>th</sup> grade team is 2-2. 5<sup>th</sup> & 6<sup>th</sup> grade team is 0-4
- Boy's 3<sup>re</sup> & 4<sup>th</sup> grade team is in 1<sup>st</sup> place at 4-0. We have two Boy's 5<sup>th</sup> & 6<sup>th</sup> grade teams. One team is 2-2 and the other is 3-1.
- Team & individual pictures will be distributed at Valley View this Saturday, Jan. 12<sup>th</sup>.

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### BUILDING DEPARTMENT

- COMMERCIAL YEAR IN REVIEW:

- MetroHealth brought in 309 employees paying taxes to Brooklyn Heights. They still have a vacant warehouse that they hope to fill within the next month.
- Visiting Nurse Association moved in this month bringing 70-80 employees. They occupy the 3<sup>rd</sup> floor of the ICE building and will have approximately 300 employees paying taxes to Brooklyn Heights.
- VNA went to the Zoning Board of Appeals to request variances to erect three illuminated signs. One on the north side, one on the south side and one facing west. The board felt the sign facing the south was not a good idea because it would face the Lancaster residents.
  1. ZBA denied the request for a rooftop sign
  2. Illumination was approved by the ZBA and will go to council for approval at the Jan. 15<sup>th</sup> meeting.
  3. Total square footage is over what our ordinance allows. This will go to council.
- The National Weather Service will occupy the remainder of the 3<sup>rd</sup> floor and will be moving in sometime in March.
- ICE will occupy the rest of the building
- GRAFTECH at 982 Keynote Circle is adding 15 additional employees and expansion and remodeling 7-8k square feet.
- Hatzel & Buehler Inc. (electrical company) is moving into 1200 Resource Dr. with the addition of 11 new employees.
- Einheit Electric will have their grand opening in March. They are adding 15 new employees.
- ABC Piping built a new building at 1319 E. Schaaf Rd. The 13,740 sq ft. space will be occupied by MPW Industrial Services (commercial cleaning)
- UniFirst at 1450 Granger purchased Arrow Uniform and will now employ 106.
- Industrial Furnace moved into 4928 Schaaf Lane
- 4734 Spring was divided into two spaces. Clouded LLS is in one space and KAN Heating & Cooling occupies the other space.
- Watco Supply moved in at 100 Hayes Dr. They are a communication wiring company
- The Plain Dealer Distribution Center is at 4800 Van Epps.
- Toth Painting is occupying space at 210 Hayes Dr. STE E
- Ben Scaglione has purchased the property at 4913 Van Epps. A mechanic shop is on the first floor and they are remodeling the upstairs for office use.
- The properties at 4663 Van Epps, 4879 Van Epps and 4901 Van Epps have been vacant for a long time and all are in need of some work. There are plans for rehabbing them.
- In 2018 the house value increased 9.7% in Brooklyn Heights compared to 7.8% in Seven Hills, 7% in Independence, 8.9% in Valley View and 7.4% in Cuyahoga Hts.
- Commercial increases were Brooklyn Heights 9%, Independence 5.6%, Cuyahoga Hts. 3.2%, Valley View 9.1%.

Mr. Monaco asked when council would like to begin enforcing the new Recreational/Trailer Ordinance? Mayor Procuik said that we would give them the first quarter to apply for permits to comply. April 1, 2019 will be the date for fines.

Mr. Monaco also said that our fees are extremely low and he encourages council to change the fee schedule. Councilwoman Presot will take charge as head of the ordinance committee.

Mayor Procuik said he and Nino met with a gentleman interested in purchasing the GE property and two brokers today. They gave him a schedule and if he wants to proceed and make the purchase then he will be adhering to these things and Nino will work with him and if not then the brokers know that they need to talk to somebody else about buying the property.



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VNA has been bought by a company in New Jersey and they liked our property because of the highway. They are also interested in putting up a billboard to try to grow their business. Nino will talk with them and tell them the steps they need to take. Mr. Foote asked how high the illuminated signs will be. Mr. Monaco said near the top. The rooftop sign will be discussed by the owners and the sign people.

### FIRE DEPARTMENT

- YEAR IN REVIEW:
  - Implemented a new software program for both Fire and EMS reporting
  - Applied for FEMA grants of: \$169,575 for SCBA's and \$719,575 for a new fire truck
  - Received a BWC grant of \$14,156 for a Gear Extractor and new gear
  - Responded to 557 Emergency Service requests (ambulance calls)
  - Had 10 Mutual Aid calls and 2 Automatic Aid calls in the village
  - Responded to 64 Mutual Aid calls to other communities
  - Responded to 29 Automatic Aid calls to other communities
  - Completed 112 Fire Inspections
  - Completed 332 hours departmental Fire Training
  - Brought in \$62,000 in ambulance billing. We do "soft billing" which means we don't bill our residents above what their insurance pays. We have set up a meeting with our billing company to see how we can generate additional monies.
  - We will do a better job in-house on documentation for billing
  - We may be able to bill for mileage
  - Dec. 15<sup>th</sup> was Stuff the Squad and we filled both an ambulance and the van. Thank you to Chief Stefanko, Asst. Chief Lasky, Mike Florjancic, FF Scott Lader and FF Alex Sedlay who assisted at Giant Eagle for six hours. All donations were brought back to our Food Bank and thanks to Capt. Cannon and Capt. Stanislaw for unloading it.

**MOTION: Mrs. Presot moved to pay \$1,000 for EMS TODAY Conference & Expo February 20 – 22, 2019. Second by Mr. Foot Motion carried 4-0**

**MOTION: Mrs. Presot moved to pay the Cleveland Division of Water \$4,135.04 for hydrant rental for 2019. (182 hydrants) Second by Mr. Lasky Motion carried 4-0**

Thank you to Mayor Procuik and Council for their support this year.

### POLICE DEPARTMENT

- **MOTION: Mr. Blados moved to pay Sundance Systems \$3,360 for computer dispatch hosting. Second by Mr. Foote Motion carried 4-0**
- **MOTION: Mrs. Presot moved to pay Clark & Associates \$1,598 to print 5000 citations. Second by Mr. Lasky Motion carried 4-0**
- Former resident and police chief Jeff Talani was up for parole which was denied. His next parole hearing will be in 2023.
- Shop with a Cop took 15 kids from the village shopping and the Police Lodge took a total of 250 kids and left \$40,000 at Target in Macedonia. Thank you to Thea Guilfoyle and driver Mary Schoeffler and all who helped.
- Mayor Procuik, Chief Stefanko and Chief Algeri will attend the SCOG next week. As SEB chairman, Chief Algeri will give the SEB report. Main item of interest will be the purchase of a \$20,000 Tactical Robot.

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- YEAR IN REVIEW:
  - Responded to 4,627 radio runs
  - Took 102 Incident Reports
  - Wrote 644 Citations (102 DUS, 15 OVI's)
  - Responded to 337 Alarm Drops
  - Assisted the FD Squad 226 times
  - Took 91 Motor Vehicle Accident reports
  - Had 181 vehicles towed

### SERVICE DIRECTOR

- Trash collection was up from 659 tons in 2017 to 661 tons in 2018
- Recycling is down 37 tons due to what can / cannot be recycled these days.
- 2018 was a good year and 2019 will be better.
- Mr. Hatgas received a call from the salt trucking company asking if we could take any more salt.
- Mr. Hatgas presented the Service Department Year in Review to council in writing. *attached*

### ENGINEER

- Ordinance on the agenda: Memorandum of Understanding between the Cuyahoga Soil & Water Conservation and the NEORS.
- **MOTION: Mr. Lasky moved to pay the Cuyahoga County Department of Public Works \$1,032.70 for the annual inspection of the Lancaster bridge over West Creek. Second by Mr. Blados Motion carried 4-0**

### BUILDING INSPECTOR

- For December 2018:
  - 8 residential inspections
  - 10 commercial inspections
  - 3 point of sale inspections: 20 E. Schaaf and 28 E. Schaaf.
  - 1 rental inspection – 5131 West 6<sup>th</sup> St.
- YEAR IN REVIEW:
  - 76 residential inspections
  - 77 commercial inspections and plan reviews
  - 42 point of sale inspections, including re-inspection for corrections
  - 14 rental inspections
  - 35 registered complaints

### LAW DIRECTOR

- We have a holiday overtime grievance going to arbitration
- The Public Hearing for the zoning change has been announced. There was a traffic counter at Tuxedo and Granger today.

### CLERK / TREASURER

- NIDEC submitted their job creation application and paid the fee.
  - Finance Committee meeting Jan 15<sup>th</sup> at 6:30 pm
  - First R.I.T.A drop for January is down \$211,000 from this time last year
  - 12/31/2018 ending checking balance \$516,913 overall in the general fund \$1,235,000
  - We made our final payment to Honeywell
  - Began 2018 with \$838,000 in the General Fund and spent \$331,500
  - 100.11% of the budget (\$7,000 over budget) after re-appropriations it was 95.92%
- Mr. Frank explained the estimated budgets which they will go over at the Finance meeting.



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### MAYOR'S REPORT

- There will be a staff meeting Friday Jan. 11<sup>th</sup> at 9 am. The budget will be discussed
- **MOTION:** Mrs. Presot moved to pay the Cuyahoga County Mayors and City Managers Association annual dues of \$892.83. Second by Mr. Lasky Motion carried 4-0
- If anyone is interested in attending the Greater Cleveland Safety Council meeting on Jan. 15<sup>th</sup> let Donna Tesar know. Subject will be Opioid Addiction is an Epidemic
  - Met with Donna Freedman of NEORS and she explained what they have done on our behalf.
- There will be no change in the committee chairs for 2019.
- We are in the 3<sup>rd</sup> year of our negotiated pay plan so there will be about \$100,000 across the board in wage increases
- We need to hire some police officers
- Health care cost will increase mid-year.
- Mayor Procuk will probably ask council to move \$250,000-\$350,000 to Capital Improvements sometime during the year.
- January 29<sup>th</sup> at 6:30pm is the public hearing for the rezoning of Tuxedo and Granger.

### MAYOR'S COURT

• Income for December	\$ 4,864.20
• State of Ohio	( 947.50)
• Indigent Driver & Alcohol	( 25.50)
• Reg. Enterprise Data Sharing System	( 75.00)
• BROOKLYN HEIGHTS	\$ 3,816.20

### COMMITTEE REPORTS

- Mrs. Presot called an Ordinance meeting for Feb. 5<sup>th</sup> at 7pm to discuss building department fees.
- BEST Committee will meet next week to finalize the plans for the Open House on January 27, 2019.
- She will order a table cover with the BH Logo on it.

### ORDINANCES & RESOLUTIONS

**ORDINANCE 01-2019- AN EMERGENCY ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A MEMORANDUM OF UNDERSTANDING BETWEEN THE CUYAHOGA SOIL & WATER CONSERVATION DISTRICT AND THE NORTHEAST OHIO REGIONAL SEWER DISTRICT FOR PROVIDING TECHNICAL SERVICES RELATED TO MINIMUM CONTROL MEASURES 1 AND 2 FOR THE OHIO EPS MS4 PERMIT.**

Sponsor: Mr. Foote

Second: Mr. Blados

Yeas: Foote, Blados, Presot, Lasky

Nays: None

Ordinance 01-2019 is adopted 4-0

### ANNOUNCEMENTS

- MSC will hold a poker tournament on March 16, 2019 at 6pm. Cost is \$75 to join, \$20 spectator fee.
- The Park Board will hold their annual meeting on Thursday, February 7, 2019

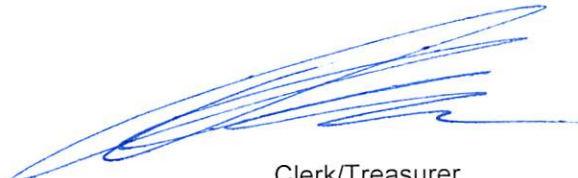
There being no further business to come before the council, it was moved by Mrs. Presot seconded by Mr. Foote that the meeting be adjourned.

Yeas: All

Meeting adjourned.



Mayor



Clerk/Treasurer

## SERVICE DEPARTMENT WORK LOAD

### 1. Clean and Maintain the Buildings

#### A. Clean Community Center seven (7) days a week as needed.

- Number of hours depends on number of days hall is rented
- Areas to be cleaned
  - a) bathrooms
  - b) kitchen
  - c) hallways
  - d) stairs & entrances
  - e) both party rooms
  - f) sweep and mop
  - g) dust
  - h) emptying trash and recycling
  - i) clean windows and mirrors
  - j) clean the stove
- maintain the lighting to make the building energy efficient




### 2. Clean Municipal Center lobby

- Areas to be cleaned
  - a) Entrances
  - b) Handicap Restroom
  - c) Dust ledges, sills and railings
  - d) Wash down stairs
  - e) Mop lobby floor
  - f) Wax lobby floor as needed
  - g) Vacuum floor mats & elevator
  - h) Wash windows and doors
  - i) Maintain lights to make the building energy efficient

### 3. Maintenance of Service Garage

- a) Cleaning
- b) Painting
- c) Wash garage floors
- d) Clean break-room

### 4. Pick-up recycling from buildings as needed.

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5. Recycle metal for cash to contribute back to the General Fund
  6. Take senior trash and recycling to the curb and return the totes after pick-up on garbage days.
  7. Cold patch streets when needed
  8. Put up flags for holidays
  9. Trim trees as needed
  10. Cut down trees that the arborist tells us need to be removed
  11. Help mechanic with the maintenance of the trucks.
  12. Maintain mower and other equipment in the Service Department
  13. Clean-up after storms
  14. Help with Easter Egg hunt & set-up
  15. Set up the park for the Elks Soccer Shoot-out.
  16. Set up for stocking stuffing
  17. Paint crosswalks
  18. Maintain Parks
    - Clean Park Bathrooms from March to November
    - Paint Soccer fields (two seasons)
    - Groom baseball fields from April to October
    - Turn water on & off
    - Kiddie mulch park equipment
    - Keep grass cut
    - Weed whack
    - Edge & mulch beds
  19. Set- up for Memorial Day
  20. Make sure salt trucks are ready
    - a) Replace plow blades as needed





21. Plow and Salt roads

a) Men are on call through the year

22. Leaf pick-up (October thru January 2019)

23. Maintain Leaf Vacs

24. Decorate the village for holidays (late October – November)

25. Remove decorations in January

26. Set up sound system as needed

27. Set up tents for camp-out and concert in the park

28. Ready Santa's sleigh

29. Marquee changes

30. Recycle card board for the businesses on Thursdays



31. Bomford the sides of the roads

32. Cut village property and road sides.

33. Weed whack village properties as needed

**34. MAINTAIN THE BEAUTY OF THE VILLAGE**

