

# COUNCIL OF THE VILLAGE OF BROOKLYN HEIGHTS

## MINUTES OF A MEETING

HELD \_\_\_\_\_ April 7, 2020 \_\_\_\_\_ 20 \_\_\_\_\_

A meeting of the Council of the Village of Brooklyn Heights, Ohio was held on April 7, 2020 at 7:30 P.M. with Mayor Michael Procuk presiding.

This council meeting is being held remotely via ZOOM. Present are five (5) council members, Mayor Procuk, Clerk/Treasurer Frank and nine (9) others.

The Pledge of Allegiance was recited at this time.

Present at roll call:	Councilmen:	Blados, Lahiff, Lasky, Presot & Walsh
	Mayor:	Procuk
	Clerk/Treasurer:	Frank
	Law Director:	Dowling
	Engineer:	Henry
	Police Chief:	Meade
	Fire Chief:	Stefanko
	Service Director:	Hatgas
	Bldg. Commissioner:	Monaco
	Asst. Bldg. Comm.	Sonenstein
	Comm. Service Dir:	Guilfoyle
	Recreation Dir:	Krzynowek
	Soccer Dir:	Shadd

### AUDIENCE

None

### CORRESPONDENCE

- A two (2) page letter will be mailed out to all residents to notify them of the events / projects that will go on in the village. It will also contain a letter from the President of Kimble, Inc. telling of the changes that will be made during this pandemic.

### POLICE DEPARTMENT

- **MOTION: Mrs. Presot moved to pay Firehawk Auto Repair \$1,498 for repairs (oil pan) for car 2312 / Chief's car. Second by Mr. Walsh motion carried 5-0**
- Patrolman Gary Bru retired effective March 18, 2020 and Patrolman Dennis Derbin retired effective April 8, 2020 and would like to purchase their service revolver for the standard \$1.00. Chief Meade would like to pay for this as a gift to the men he has worked with for 20+ years.  
**MOTION: Mr. Lasky moved to allow Chief Meade to pay the \$1 for each of the sidearms for Ptl. Bru and Ptl. Derbin. Second by Mr. Lahiff Motion carried 5-0**
- Summer Park Security is ready to roll and Robert Krockner has been hired to be on the team.

### FIRE DEPARTMENT

- Chief Stefanko stated that the department is staying compliant with the pandemic rules.
- Brooklyn Heights Fire Department is working together with:
  - Chagrin Valley Dispatch
  - UH Parma Hospital Medical Director, Dr. Rose, and meeting twice a week with the hospital President Brian Motzer and Joe Toth.
  - The Cuyahoga Valley Chiefs Association and sharing PPE and supplies
  - Meeting weekly with the Cuyahoga County Chief's Association
  - Meeting with the Cuyahoga County Board of Health
  - Meeting with the Cuyahoga County Medical Directors of all the hospital systems
  - Ohio Department of Public Safety
  - Ohio Board of Pharmacy

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- COVID-19 protocol changes two (2) to four (4) times a week
- Our PPE supply is adequate. We have enough of a supply for two (2) to three (3) months.
- We have instituted a testing procedure for men coming on duty and the men going off duty
- We have a teleconference procedure setup with the medical director for any possible exposure and with that general order we also have a new return to work policy.
- New policies established:
  - a station lockdown procedure
  - mandatory surgical masks in all common areas
  - mandatory social distancing
  - newly approved visitor / vendor policy
  - mandatory uniform laundering policy and no uniforms will be worn home
  - mandatory cleaning, disinfecting and sanitizing the common areas
  - mandatory PPE policy
  - began an N95 recycling program with UH Parma
- Presently the only hospital with true transparency is UH Parma
  - 35 confirmed cases
  - 5 deaths – age range 54-85 and all had prior illnesses
  - 8 cases under investigation
  - 12 positive cases are in the hospital with 4 in ICU
  - Prepared for a 300% surge which equates to 100 beds.

### SERVICE DEPARTMENT

- The department is practicing safe distancing
- Cleaning and sanitizing the buildings daily
- One worker in each truck and they maintain and sanitize their own truck daily.
- The Porta-potty was delivered to the upper park
- The Soccer nets are locked up and a volley ball net has been put up. It will be taken down if large crowds gather.
- The mowers are being readied to begin senior lawn cutting next week.

*Note: Mayor Prochuk said that the police had to break up a large crowd playing soccer on diamond 3 so the nets have been locked up. The volleyball net is up because a resident asked if he could practice with his daughter. If large crowds appear the net will be taken down. Porta-potties are for convenience and our bathrooms will remain locked per the Governor's directives.*

### COMMUNITY SERVICES

- Thank you to Brooklyn Hts. Fire Association, Engineer Mike Henry and an anonymous donor for purchasing the new freezer for Project Hope and to the Service Dept. for picking it up at Home Depot.
- Donna Algeri and Jane Hlatky are working from home.
- The drivers are delivering meals, picking up groceries and stocking the food pantry. They each use a different vehicle as their own and clean and sanitize it after each use.
- There are twenty-three (23) signed up for the Senior Lawn Cutting program with additional applications coming in daily.
- The mask program will begin soon and the masks will be distributed to our residents.
- Mrs. Guilfoyle is keeping in contact with the seniors and Project Hope families.

Mrs. Presot asked if there has been an increase in numbers for the food pantry and Mrs. Guilfoyle said that there have been a few more requests than usual. She has created a grocery list and the resident phones in the order. The department packs the bags and at a pre-set time the bags are in the grocery cart outside for pick-up.

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### BUILDING INSPECTOR

- Mr. Sonenstein reported that the building department has been busy with several residential point of sale inspections.
- He stated there are several commercial inspections, remodels and expansions happening at 1300 Granger Rd – Law firm, 1350 Granger Rd – Cement Co. and 1400 Granger -putting on new siding.
- 981 Keynote Circle – Weltman, Weinberg and Reis is expanding.
- Mayor Procuk asked Mr. Frank to get the Zoning Board members and the ARB members on board with ZOOM because they are going to have to meet on some of these projects.

### ENGINEER

- The concrete / asphalt program will proceed later this year
- Council will be acting on an emergency resolution tonight to enable us to go out for bids, when the time is right, for the 5<sup>th</sup> Street Water Main Replacement
- The City of Cleveland Water Department will be replacing the water main on Tuxedo from Olde Brookpark Road to just past the “exit only” Community Center Drive beginning next week. The traffic will be maintained for 2-3 weeks. This is to replace the existing main which is not sized correctly. The traffic light will operate as normal and Emergency vehicles will be maintained at all times.
- There will be a detour through Cleveland up to Schaaf Road and letters will be sent to all our businesses this week informing them of the detour.
- The skating rink removal and restoration will be put on hold until the May 5<sup>th</sup> agenda but should be complete by the end of June.
- The complete stabilization of the Lancaster Road bridge will be paid for by the Northeast Ohio Regional Sewer District and should be completed by April 15<sup>th</sup>.

### SOCCER

- The Spring soccer season will possibly be an abbreviated season beginning the first week of May and if not, Narlin would like to hold a soccer camp later.
- There will be a Spring Soccer Challenge that the kids can participate in at home.
- The Elk's Shoot-out will probably be cancelled and possibly rescheduled for the fall.
- Parma Hts., Brooklyn, Macedonia and Broadview Hts. will not have spring teams.

### RECREATION DEPARTMENT

- There will be no organized sports until Governor DeWine lifts the restrictions.

*NOTE: Mr. Kryznowek expressed his concern about the number of cars full of people that are frequenting our park and having picnics there. Mayor Procuk said that as long as Gov. DeWine allows the parks to be open all we can enforce is the number of participants in a crowd (10).*

### CLERK / TREASURER

- March re-cap
  - \$20,000 to Economic Development
  - \$24,314 (5%) to Capital Improvement
  - Working at 3% under budget for the first quarter
  - First R.I.T.A drop was \$439,000
- Mr. Frank's department is rotating days in the office. Val is working on 2021 set-ups and phone when at home and Dana is catching up on the committee meeting minutes and phones when she is at home. Mr. Frank is coming into the office in the evenings to catch up on his work.
- He is preparing for the auditors so that when they come in everything will be in order.

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- Mrs. Presot asked about council signing off on bills and Mr. Frank said that will have to wait until they can meet in person again so they will have a lot of signing to do.

### LAW DIRECTOR

- Mr. Dowling is working on Chief Meade's 12-hour shift proposal. He said there are three options available:
  1. Make the promotions prior to April 24<sup>th</sup>.
  2. Form legislation to extend the eligibility list – this has some perils with the ORC and some of the officers and the union may object to this.
  3. Promote all three patrolmen now to get moving to the 12-hour shifts.
- Mr. Dowling asked for council input as to how he should proceed with legislation.
  - Mrs. Presot is in favor of promoting the three to get moving on the 12-hour shifts.
  - Mr. Blades is in favor of promoting the three to get moving on the 12-hour shifts.
  - Mr. Lahiff asked if they had to negotiate with the union and Chief Meade said there is no issue between the FOP and Brooklyn Heights, but the issue is to get them hired and on the 12-hour shifts. He then said he is in favor of the promotions.
  - Mr. Walsh is in favor of the promotions.
  - Mr. Lasky is concerned about the financial impact on the village. Chief Meade said that the difference is minimal because they won't be paying an extra OIC.
  - Mr. Dowling will prepare the legislation to promote the three patrolmen to sergeant. He will also prepare the legislation to create a fourth sergeant position if necessary.
  - Mayor Procuk stated that the next meeting (April 21) will also be remote so from this conversation he sees legislation for council to create a position and swear in the promotes that same night. He would like council to call a Safety Committee meeting for next week (April 14) to make sure they are all on the same page with their desire to promote all three.
- Mrs. Presot called a Safety Committee meeting for April 14<sup>th</sup> at 6:30 pm to discuss creating a fourth sergeant position and promoting the three eligible patrolmen to sergeant.

### ECONOMIC DEVELOPMENT

- The build-out for WWR is 4100 square feet and will house the final thirty (30) lawyers being brought in from downtown Cleveland.
- Wrote a letter of support to Team NEO for American Nut. They are a California firm who wants a Midwest presence and they have chosen Brooklyn Heights.
- The Honeywell building will be 100% occupied when the National Weather Center moves in.
- Working with CRESCO and CHELM regarding the old Safeguard building. There is an interested company with 450 employees and a payroll in excess of \$10million.

### MAYOR'S COURT

- |                                       |              |
|---------------------------------------|--------------|
| • Income for March                    | \$ 13,712.84 |
| • State of Ohio                       | ( 1,981.50)  |
| • Indigent Driver & Alcohol           | ( 58.50)     |
| • Reg. Enterprise Data Sharing System | ( 205.00)    |
| • BROOKLYN HEIGHTS                    | \$ 11,467.84 |

Mayor's Court is suspended until at least July 1, 2020. They are allowing waiver payments and if they don't want to pay they go to Parma Municipal Court.

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### MAYOR'S REPORT

- Conference calls:
  - **County:** all funded projects will move forward. For Brooklyn Heights that will be the Tree Canopy project and the Masterplan. These are completely funded and will be worked on when the current restrictions are lifted. We did not receive funding for a new police car from the Casino Fund. They did not fund ANY vehicles this year.
  - Our businesses have been made aware of the small business loans through the banks and the county. Our monies come from municipal income tax but the State relies on sales tax and they are down about 13% over their projection.
  - **Sen. Sherrod Brown:** State Unemployment is at an all time high. If you are a full-time employee who is off work, you first apply to the state for unemployment. If you qualify for state unemployment you will also qualify and are eligible for \$600 a week from the Federal Cares Act through July 31, 2020. If you are part-time and do not qualify for the state you are still eligible for the Federal Cares Act \$600 a week through July 31, 2020. Please pass this along to friends and relatives who may need the information.
  - With the tax filing extension, R.I.T.A. is not sure how it will affect the tax collections.
  - Chief Lasky said that he spoke with Terry Allen, Cuyahoga County Board of Health director and he said that the police have full authority to break up any party of 10 or more if it is in plain sight. Chief Meade said they did see a party in a yard and they were educated on the subject and they took the party into the house.
  - Chief Lasky also said that, according to UH Parma, the numbers are not going up as rapidly as other areas and that the governor will open things up as slowly as he shut them down.

### COMMITTEE REPORTS

- **Park, Playground & Community Services**
  - Mrs. Presot said that the committee met last week and senior grass cutting was the topic of discussion. What had initially been established has now changed and the Service Department will be cutting the senior lawns this year.
- **Safety Committee**
  - Mrs. Presot said the committee met last week to discuss promotions and the hiring of three (3) part-time officers.
  - She spoke with Chief Meade and testing on-line is a possibility. Studies show that there is a better turn-out for testing if done on-line.
  - The Park Security issue is solved with the hiring of an additional officer
  - The garbage can placement and signage were discussed and both the police chief and fire chief have not experienced any problems or phone calls about cul-de-sac parking or the garbage can placement so it was decided to leave the ordinances as is.

### ORDINANCES AND RESOLUTIONS

#### **RESOLUTION 02-2020: AN EMERGENCY RESOLUTION AUTHORIZING THE ENGINEER TO PREPARE PLANS AND ADVERTISE FOR BIDS FOR THE 5<sup>TH</sup> STREET WATER MAIN REPLACEMENT**

Sponsor: Mrs. Presto

Second: Mr. Blados

Yeas: Presot, Blados, Lahiff, Lasky, Walsh

Nays: None

Resolution 02-2020 is adopted 5-0

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### ORDINANCE 20-2020: APRIL PAY ORDINANCE

Sponsor: Mr. Lasky

Second: Mr. Walsh

Yeas: Lasky, Walsh, Lahiff, Blados, Presot

Nays: None

Ordinance 20-2020 is adopted 5-0

Mrs. Presot asked Mrs. Guilfoyle where the funding for the mask supplies is coming from and Mrs. Guilfoyle said that the volunteers are donating the supplies.

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

Yeas: All

Meeting adjourned

  
Mayor

  
Clerk/Treasurer