

COUNCIL OF THE VILLAGE OF BROOKLYN HEIGHTS

MINUTES OF A MEETING

HELD January 3, 2023 20

A meeting of the Council of the Village of Brooklyn Heights, Ohio was held on January 3, 2023 at 7:30 p.m. with Mayor Michael Procuk presiding.

The Pledge of Allegiance was recited at this time.

Present at roll call:	Council Members	Berzins, Lasky, Presot, Walsh
	Mayor	Procuk
	Clerk/Treasurer	Frank
	Law Director	Dowling
	Assistant Law Director	
	Engineer	Zoldak
	Police Chief	Meade
	Fire Chief	Stefanko
	Asst. Fire Chief	Lasky (Mike)
	Service Director	Blados
	Bldg. Commissioner	
	Asst. Bldg. Comm.	Sonenstein
	Comm. Service Director	Guilfoyle
	Recreation Director	
	Soccer Commissioner	

GUESTS: Ed Stepka, Rocky Schuckert, Shane Tommer

Mayor Procuk reminded Council that we are in the midst of filling the Council vacancy and he would normally advise them that if they want to do anything with Council President Pro Tem, it can be done at any time. Traditionally it is done at the first meeting of the year along with the assignment of Committee assignments but he recommends that both be held off until the Council vacancy is filled.

MOTION: Mrs. Presot moved to approve the December 20, 2022 Regular Council meeting minutes. Seconded by Mr. Walsh. Motion carried 4-0.

Mayor Procuk called for Resolution 01-2023 to be read so that Robert Wysocki could be introduced and the MOU signed. Mr. Wysocki shared that he has lived in the Village for a little over four years, has three children in the Cuyahoga Heights School System and grew up in Walton Hills. He is very happy to live here and is appreciative to begin working in the Service Department.

SERVICE DEPARTMENT / JOE BLADOS

- The guys really pulled through making sure roads were safe and clean for the holiday during the first snow storm of the season.
- A water pipe burst at the community center and the repairs should be completed by Wednesday of next week.
- The guys started taking down the Christmas lights and decorations and will continue to pick up trash from last week's storm.

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- All the trucks have been washed and are ready for the next event.
- There is 100 tons of salt and the bins are full.
- Signal Service should be sending a quote for the light pole damaged from a car accident.
- Congratulated Bobby Wysocki and looks forward to him joining the Service Department team.

CORRESPONDENCE / MAYOR PROCUK

- Received a letter from Chuck Keiper thanking Mayor Procuk for the support due to the electrical situation and moving people to get a cheaper rate.
- A thank you letter was received from Derek Schafer of the West Creek Conservancy for the annual \$5,000 contribution.
- A letter was received from Jane Hlatky, addressed to Thea Guilfoyle and the Brooklyn Heights Administration stating that she was retiring and her last day of employment will be February 28, 2023. She expressed that she enjoyed working with the various age groups during her 19+ years with the Village. Mayor Procuk signed a letter in response accepting her resignation.
- Alex Margevicius, Commissioner of the Cleveland Water Department sent the 2022 report if anyone wants to review it.
- Received a letter dated December 29th from June Gauss, Senior Project Manager confirming that our request of extension for the Spring Road and Van Epps Road Corporation Line Project was acceptable.

POLICE DEPARTMENT / CHIEF MEADE

- The body camera grants were announced and Brooklyn Heights received \$30,106.08. That will cover at least 90%, if not more of the total cost and he'll know once the bills are calculated sometime in February.
- Mr. Lasky inquired how the 12-hour shifts are working since it's been one year since the change. Chief Meade responded that he felt it is very successful using four-man twelve-hour shifts.

FIRE DEPARTMENT / CHIEF STEFANKO

- The department has been very busy due to many freeway accidents. They are working closely with the Police Department to create a good barrier so no one gets injured.
- The local hospitals are full and often it's taking one to two hours to get into an emergency department.

COMMUNITY SERVICES DEPARTMENT / THEA GUILFOYLE

- Senior Snow Removal went fairly well during the first storm of the season. They plowed twice and returned twice to clean up drives.
- Three Art in the Park Holiday sessions were held and were less attended than anticipated. We learned many households were ill and hope to see the families in the spring.
- This was the third year and over thirty letters from Santa were mailed.
- The annual NOPEC Sponsorship Grant should be submitted this week. The Park Board should receive \$1,500 and it will be distributed in the third quarter.

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RECREATION DEPARTMENT / Report read by Mayor Procuk

- The boy's and girl's teams are one month into their season. All teams have played two or three games and all team pictures were taken on December 17th.

ENGINEER / JENNIFER ZOLDAK

- The Spring Road Reconstruction is temporarily on hold due to the holiday break and anticipated to restart the week of January 9th.
- The hoops and nets are in Site Tech's possession and ready to be installed in the spring along with the striping and swing installation in the Upper Park.
- The work by Taylor Communication on Resource Drive is complete. They have an approved plan for Valley Belt but are considering moving the line and were advised they would have to submit a new set of plans.
- Work will be occurring at 800 Resource Drive by Crown Castle. A pre-construction meeting will be scheduled.
- First Energy performed routine maintenance/repair on Shady Ridge and Ventura Circle. They were restoring some areas adjacent to the sidewalk and will continue any additional work in the spring.
- Tonight is the second reading for the ODOT Brookpark Road Agreement allowing the Village to formally enter into the Agreement with ODOT for the resurfacing of Brookpark Road. Invoices were sent to Cleveland, Parma and Brooklyn for their share of the project cost.
- Mayor Procuk inquired what work AT&T was doing and why they're in resident's driveways. Ms. Zoldak responded that she was unable to reach anyone at AT&T and will continue to follow up. Mrs. Presot shared her experience having no service during the storm and learned that anyone with the original lines were down but anyone with the fiber lines were fine.

BUILDING DEPARTMENT / HOWARD SONENSTEIN

- A call was received from CEI regarding current work being done and they were not aware that their contractors needed to be registered with the Village. After many emails he spoke with the manager and instructed that all contractors need to be registered and bonded.
- PMI at 990 Resource Drive did get a Temporary Certificate of Occupancy. They will be moving in some of their office equipment.
- The 4663 Van Epps Road people attended a Zoning Board meeting and need to continue with their planning.
- The Metro Health work is moving along smoothly. They have not moved in yet.
- The ScanWorks project is almost complete and the remainder of the plans should be returned next week.
- Everything is working well with the Cloud Permit and Nancy is doing a great job posting everything into the system. The old system is no longer being used. They are working on fine-tuning the contractor registrations.
- Direction is needed from the law department regarding record retention and the length of time paper copies need to be retained when there is also a digital copy.

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LAW DEPARTMENT / JERRY DOWLING

- He is going to look into the record retention laws specifically regarding digital and paper retention.
- The Assistant Law Director will be sitting in at the next meeting because he will be out of town.

CLERK-TREASURER / AARON FRANK

- They began the process of closing the year today and the normal end-of-the-month work including the 15% transfer to the Capital Fund in the amount of \$78,006 and \$30,000 into the Economic Development Fund.
- The first RITA drop hit today in the amount of \$537,744. The same drop last year at this time was \$521,000.
- They hope to close the year by the end of this week.
- Next week he will have a meeting regarding the annual report. He hopes to revamp our annual report format to be the same as the County's. The report is due by the end of February.
- Would like to cancel the ZOOM account since we are working 100% in person. He asked Thea Guilfoyle if she wanted to also cancel her department's ZOOM account and Thea responded yes. He asked Council for a motion.

MOTION: Mr. Walsh moved to cancel all ZOOM accounts. Seconded by Mrs. Presot. Motion carried 4-0.

- He asked Council for a motion to be designated as the Designee for the Public Records / Sunshine Law.

MOTION: Mrs. Presot moved to designate Aaron Frank, Clerk/Treasurer as the Designee for the Public Records / Sunshine Law. Seconded by Mr. Berzins. Motion carried 4-0.

- The Clerk of Courts, Nancy Zolgharnain, is getting the records streamlined and after discussion with the Clerk/Treasurer, they are asking to close one of the two Mayor's Court accounts. This allows for a more efficient, cleaner management of the accounting. This has been approved by the auditor's.

MOTION: Mr. Presot moved to close the bond account and use only one account for Mayor's Court. Seconded by Mr. Berzins. Motion carried 4-0.

- He will be writing the check tomorrow for the Brookpark Road Project in the amount of \$1,193,000 and Engineer Zoldak will drop it off to ODOT on Transportation Blvd. This will be reflected in the January statement.

Mayor Prochuk clarified that the \$1,193,000 is the total amount after invoicing Cleveland, Parma and Brooklyn for their portions of the project. Brooklyn Heights has been the lead facilitator of this project between the four communities.

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Mayor ProcuK requested that the engineer, when at ODOT tomorrow, to see if she can get them to address the Lancaster Bridge and the situation of salting Route 17.

Mr. Walsh asked if the Engineer could also look into the I-480 street lights that light up the Little Creek Parkway residential area. There used to be a shield to prevent the light illuminating the residential area but they must have come down.

MAYOR'S COURT / MAYOR PROCUK

Income for December	7,978.00
Victims of Violent Crimes	162.00
Drug Law Enforcement Fund	56.00
State Bond Surcharge	00.00
Seatbelt Violation	30.00
Child Restraint	00.00
State of Ohio	873.00
Indigent Defense Support	625.00
Indigent Driver Alcohol Treatment Fund	24.00
Bond Forfeitures	634.50
Regional Enterprise Data Sharing System	80.00
Brooklyn Heights	6,366.50

MAYOR'S REPORT / MAYOR PROCUK

- The Clerk/Treasurer reported that we brought in a little bit more net profit tax. We did make \$7.5 Million in 2022. Last year we broke our record and crossed over into the \$7,149,000 mark. Businesses are growing and we are \$368,000 more this year than in 2021.

ORDINANCE COMMITTEE / JENNIFER PRESOT

- Mrs. Presot called a committee meeting for interviewing Council candidates for Monday, January 9th and Tuesday, January 10th, both at 6:00 p.m.

Mayor ProcuK invited Bryon Borowy to address Council. Lt. Bryon Borowy of the Brooklyn Heights Fire Department informed Council that tonight is his last shift with Brooklyn Heights. He thanked Mayor ProcuK, Village Council, Chief Lasky, and Chief Stefanko for the almost 25 years working here. He is taking the Cuyahoga Heights Fire Department Assistant Chief job and they do not allow him to work at another fire station. "It was a good run". Lt. Borowy was thanked for his service and everyone wished him good luck.

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ORDINANCES & RESOLUTIONS

ORDINANCE 111-2022 – *Second Reading* - AN ORDINANCE AUTHORIZING THE MAYOR AND/OR VILLAGE CLERK/TREASURER TO ENTER INTO AN AGREEMENT WITH THE OHIO DEPARTMENT OF TRANSPORTATION (ODOT) FOR THE FINAL COST OF THE RESURFACING OF BROOKPARK ROAD (SR-17) PID 89267

Sponsor: Mrs. Presot

Second: Mr. Walsh

Yeas: 4 / Nays: 0

Ordinance 111-2022 is adopted 4-0

ORDINANCE 01-2023 AN EMERGENCY ORDINANCE AMENDING VILLAGE OF BROOKLYN HEIGHTS ORDINANCE 260.08 (b) AMBULANCE BILLING

Sponsor: Mr. Lasky

Second: Mr. Walsh

Yeas: 4 / Nays: 0

Ordinance 01-2023 is adopted 4-0

RESOLUTION 01-2023 AN EMERGENCY RESOLUTION APPOINTING ROBERT WYSOCKI AS A LABORER IN THE VILLAGE OF BROOKLYN HEIGHTS SERVICE DEPARTMENT AND AUTHORIZING THE MAYOR AND/OR CLERK/TREASURER TO ENTER INTO THE MOU WITH ROBERT WYSOCKI

Sponsor: All of Council

Second: Mr. Lasky

Yeas: 4 / Nays: 0

Resolution 01-2023 is adopted 4-0

MOTION: Mr. Berzins moved to go into Executive Session to discuss to discuss litigation. Seconded by Mr. Walsh. Motion carried 4-0.

RETURN FROM EXECUTIVE SESSION

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

Yeas: All

Meeting adjourned.



Mayor



Clerk/Treasurer