

# COUNCIL OF THE VILLAGE OF BROOKLYN HEIGHTS

## MINUTES OF A MEETING

HELD: February 6, 2024

A meeting of the Council of the Village of Brooklyn Heights, Ohio was held on February 6<sup>th</sup>, 2024 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	Lasky, Presot, Tommer, Schuckert, Walsh
Mayor	ProcuK
Clerk/Treasurer	Frank
Law Director	Dowling
Assistant Law Director	
Engineer	Zoldak
Police Chief	Meade
Fire Chief	
Asst. Fire Chief	Lasky, Mike
Service Director	Blados
Bldg. Commissioner	
Asst. Bldg. Comm.	Sonenstein
Comm. Service Director	Guilfoyle
Recreation Director	Krzynowek
Soccer Commissioner	Shadd

GUESTS: Hannah Wyman

**MOTION:** Walsh moved to approve the January 2, 2024 and the January 16, 2024 Regular Council Meeting Minutes. Seconded by Tommer. Motion carried 5-0.

**CORRESPONDENCE / MAYOR PROCUK**

- A letter was received from Nino Monaco and his family thanking the Village for the donation they made in his father's name. It said they appreciate the Village's kindness in their time of sorrow.
- Mayor ProcuK received an email from a resident at 142 Marko Lane, Tom Kocurko, thanking the tree trimming crew stating they did a great job on their street.
- They received correspondence from County Executive Chris Ronayne thanking Mayor ProcuK for the partnership. Their 2024 County Road Preventative Maintenance Reimbursement Program selection results are in and they have been awarded \$15,000 to do crack sealing on Schaaf Road, \$14,400 to do crack sealing on Tuxedo Avenue, and \$21,600 for crack sealing and pavement striping on Van Epps Road.

**AUDIENCE COMMENTS**

- Hannah Wyman asked Council for help starting up a youth fast pitch program for young girls to enter into the Emerald Necklace League. She said there are five girls from Brooklyn heights and is asking for \$50 per girl. Mr. Tommer asked if the girls were playing on the fast pitch team if they could still play in the rec league. Ms. Wyman said they could if they wanted to, there were no rules stating that they couldn't.

**MOTION:** Mr. Walsh moved to donate \$250 to help start up a travel fast pitch team. Seconded by Schuckert. Motion carried 5-0.

- Mr. Schuckert advised Ms. Wyman to reach out to the Men's Service Club as well.

#### **POLICE DEPARTMENT / DAVE MEADE**

**MOTION:** Walsh moved to pay A&S Animal Control in the amount of \$1,010 for the month of December. Seconded by Presot. Motion carried 5-0.

**MOTION:** Tommer moved to pay A&S Animal Control in the amount of \$1,030 for the month of January. Seconded by Lasky. Motion carried 5-0.

**MOTION:** Presot moved to pay Firehawk Automotive in the amount of \$1,437.20 for 2017 Ford repairs. Seconded by Walsh. Motion carried 5-0.

**MOTION:** Walsh moved to pay the city of North Royalton jail for prisoner housing and medical. Seconded by Schuckert. Motion carried 5-0.

**MOTION:** Tommer moved to pay Ohio Drone \$1,497 for three officers that attended class in January. Seconded by Tommer. Motion carried 5-0.

- Mr. Walsh asked how many drones they had and Chief Meade responded they have one drone and five officers trained to fly it.
- Chief Meade stated they are down one officer and are currently testing. They've had eighteen applicants so far that have taken the test and testing ends February 29<sup>th</sup>. The target date to swear in a new Officer, Lieutenant and Sergeant is the June 4<sup>th</sup>, 2024 Council meeting.
- They will be upgrading the internet tomorrow at 9 am and Chief Meade said they will not have any break in radio service for Fire or Police dispatch. Email and Police programs will have a brief interruption but nothing significant that would affect them responding to calls.
- Chief Meade gave an update on the previous night's CHPD pursuit that started in Cleveland. As it entered Brooklyn Heights, Officer Cody Alflen put down stop sticks on Valley Belt and gave the car two flat tires. The vehicle continued to try and escape ramming three of Cuyahoga Heights cruisers damaging them. He said a Cuyahoga Heights officer obtained minor injuries but will be alright. Chief Meade said there were drugs in the car and both occupants had felony warrants out for their arrests. Mr. Tommer asked who the officer was that got injured and Chief Meade responded Frank Trusso. Mr. Tommer asked if the stop sticks were reusable and Chief Meade said no but every time they get used they get replaced for free. Mayor Procuk asked if Officer Alflen was alone while putting the stops sticks and Chief Meade said yes. Mayor then asked if he was in any danger and Chief Meade said no, Officer Alflen had enough time to set it up.

#### **FIRE DEPARTMENT / ASSISTANT FIRE CHIEF MIKE LASKY**

- Chief Lasky said Medicare and Medicaid have gotten involved with ambulance billing and this will create more work for them to track calls, depending on the age of the person and type of insurance they have. Chief Lasky stated this is part of Great Lakes Billing and that they have taken it over. He said the good side of it is it will bring in more money for those they bill due to insurance, the only down side is more paperwork.
- They had four different fire departments on scene last night for the police chase, Chief Lasky said they ended up taking care of three people including the injured Officer. He said they have had quite a few interesting calls on the freeway like that keeping them busy. He said Chief Stefanko is out of town and comes back on Thursday.
- Chief Lasky said they received a grant for EMS in the amount of \$3,200 they can purchase equipment used to teach CPR to residents and Police Officers and other things they go through on a routine basis.

### **SERVICE DEPARTMENT / JOE BLADOS**

- Mr. Blados said the salt bins are full and they are ready for the next snow event.
- Mr. Blados stated the Service Department has been taking advantage of the nice weather and have been working on raising the tree canopies. He said they have taken 162 truckloads of tree branches to Kurtz, who have been currently taking the branches for free. This could cost up to \$20 per load and asked Council, when looking at the budget, to keep the wood chipper in mind stating it could cost up to \$3,240 if Kurtz were to start charging them. The Service Department has also been filling holes with cold patch throughout the Village using the roller they received last summer.
- Silco fire alarms are in and we are currently completely cellular and up to date, there should be no more lost communications. Mr. Blados is in the process of canceling Securitas.
- Today the Service Department were out cleaning up debris from the police chase the night before. Mr. Blados said there was quite a mess.
- Mr. Blados is looking into adding break-in alarms to the Silco system at the Service Garage. He said there would not be any additional monitoring charges, only the cost of installation equipment and he will be getting a quote.
- Mr. Blados said all grants have been submitted with the help of Ms. Zoldak's hard work, he is hopeful to receive the V-box salt spreader for Jumbo.
- Mr. Blados advised Council that he gave Service Department employees permission to use the wash bay at the garage to wash their personal vehicles after working hours if they purchase their own soap. He assured Council he would be keeping an eye on it to make sure no one took advantage.

**MOTION:** Walsh moved to pay Townsend Arbor Care \$2,000 for the removal of six trees from the Upper Park. Seconded by Presot. Motion carried 5-0.

### **COMMUNITY SERVICES DEPARTMENT / THEA GUILFOYLE**

**MOTION:** Walsh moved to pay Lori's Custom Catering \$1,771 for Meals on Wheels for January. Seconded by presot. Motion carried 5-0.

- Ms. Guilfoyle stated that the annual boundary and annexation was submitted today reflecting no boundary changes for the US Census.
- Ms. Guilfoyle announced that MyRec is now live, they did a soft launch with a dozen residents and received positive feedback. It went live January 31<sup>st</sup>, and was publicized on the marquee and social media. Ms. Guilfoyle said there are many families signing their children up for soccer and reserving the Community Center. She thanked Jenny Blados for all of her help as well as thanked Narlin and Dale for their patience with her many questions. She thanked Mr. Frank who she said was very instrumental in the entire process. She thanked Mayor Procuik and Council for their support through it all.
- They decided to go with Protect Youth Sports for background checks for coaches and volunteers, Ms. Guilfoyle spoke with Todd Von Ville, from Valley View who has used them for years and it looks like it will be a good fit. The cost is a onetime charge of \$299 and there is no contract. Each background check is \$17, for \$8 more they will be notified if a crime has been committed after the background check was complete, making it \$25 per check. She explained the \$299 is applied to the first eleven to twelve background checks they submit and they would not be invoiced. After that, they would be billed monthly for any checks they submit. As coaches sign up, the Recreation Director or Soccer Commissioner will email them a link where they can do the background check online, they don't have to go anywhere.
- Civic Plus has migrated everything over from the current web site and are building the new one. Ms. Guilfoyle is working with them on set up and design, their training is scheduled for mid-March. She said they will be ready for launch in late April which is ahead of schedule.
- Ms. Guilfoyle stated Senior Snow Removal is going well, she monitors night and weekends during snow storms and two driveways were missed during the January storm. Ms. Guilfoyle was able to call Pat

Monteleone and he was able to get the two drives done quickly. She stated they did have a long term contract ready for Council to review.

- Ms. Guilfoyle thanked Assistant Fire Chief Mike Lasky and Fireman Mike Sidor for providing the mandated First Aid, AED and CPR training for the drivers in January.
- The Solar Eclipse is April 8<sup>th</sup>, 2024 and Ms. Guilfoyle would like to hold a community event at the Community Center. She suggested TV coverage and providing safety glasses to residents.
- Ms. Guilfoyle called a Parks, Playground and Community Services Committee meeting to discuss the cost of senior lawn cutting, a long term contract for snow removal and CDL drivers. The meeting is set for 6:30 pm on February 20<sup>th</sup>.

#### **SOCCER COMMISSIONER / NARLIN SHADD**

- Mr. Shadd stated the pre-season meeting for spring soccer will be held February 19<sup>th</sup>, and their team commitments are due March 8<sup>th</sup>. Mr. Shadd expressed his hopes for enough soccer sign ups that they can have one complete girls' team and one complete boys' team. He said he has been approached by parents expressing their concern about their son/daughter playing on a team with the opposite gender. Mr. Shadd stated that this is out of his control and they just have to wait and see how many registrations they receive.

#### **RECREATION DIRECTOR / DALE KRZYNOWEK**

- Mr. Krzynowek said the basketball season is wrapping up and the fifth and sixth grade team finished the season undefeated and are deciding if they want champion t-shirts or trophies. Mr. Tommer asked if they were going to have a high school aged baseball team this year and Mr. Krzynowek responded he believes they will.

#### **ENGINEER / JENNIFER ZOLDAK**

- Ms. Zoldak gave updates on current construction stating the underground work for the Upper Park restroom is complete, the pad is ready to go, and the restroom will be installed by the end of the month. She stated to keep the project moving forward, they have legislation tonight to award the electrical work to Einheit. Ms. Zoldak stated they ran into some unforeseen underground challenges when tying into the existing sanitary sewer. They had to make some field changes that resulted in extra costs to the project. They were able to make everything work and she will have the change order details at the next meeting for the total cost implications to the project. She said their grant deadline is the end of March and she will work with Mr. Frank as soon as they have the cancelled check to put in for reimbursement.
- Ms. Zoldak gave an update on the many grants they have recently applied for. They are expecting to hear by the end of March about the CDSG Grant for Dorset Mini Park and they were awarded the 50/50 County Maintenance Grant. She said they have not heard about the Brownfield Remediation Grant yet, she has reached out to their County Rep who hasn't gotten an update either but said they are reviewing projects and things are moving along. They are still waiting to hear about the Ohio EPA Grant for the wood chipper as well as the Ohio FY26/26 State Project Request they submitted for \$654,000 for Park Improvements. Ms. Zoldak said they don't have a date that they will hear back for the Water Resources Development Act they submitted on January 18<sup>th</sup> for \$230,000 for storm water outfall repairs in the Village. They submitted the Chloride Reduction Grant for a V-box salt spreader last week and do not have a date of notification for that one yet. They will be submitting an application that is due February 16<sup>th</sup>, 2024 for the County 50/50 in the amount of \$250,000 for the resurfacing of Tuxedo Avenue. Ms. Zoldak said they are planning on applying for the Cuyahoga County Healthy Urban Tree Grant this coming summer.
- Mayor Procuk asked Ms. Zoldak how the meeting with Die-Matic and East View went, she responded that she wanted to speak with Mr. Dowling before the meeting.

#### **BUILDING DEPARTMENT / HOWRD SONENSTEIN**

- Mr. Sonenstein stated they have been doing their inspections and haven't had a lot of point of sales as there is very little available in the Village.

- They were having an issue with a company on Hayes Drive, Mr. Sonenstein said they continue to leave mounds of pallets and garbage. He said as of this morning they had it pretty much cleaned up.
- Mr. Sonenstein said they continue to work with the owner at 707 Brookpark Road and Nino has a meeting with them tomorrow.
- Mayor Procuik reported that a house on the corner of West 8<sup>th</sup> and Tuxedo was struck by a vehicle causing it to move off of its foundation.

**CLERK-TREASURER / AARON FRANK**

**MOTION:** Walsh moved to pay the Ohio Municipal League \$250 for continued support of our enhanced advocacy work. Seconded by Lasky. Motion carried 5-0.

**MOTION:** Presot moved to pay Clemons Nelson \$4,575.80 for various HR consultations. Seconded by Tommer. Motion carried 5-0.

- Mr. Frank said there are a few houses on the Brooklyn Heights, Seven Hills border that may pay a higher property tax rate than others in the village and if there are any questions they can refer residents to Mr. Frank and he can explain further.
- Mr. Frank stated that he had some clarity on the digital scanning for SE Blueprint. He wants to call a committee meeting for some time in March to discuss it further, he feels passionate about this stating it is their history and it needs to get done.
- They have a Zoom meeting with MyRec to go over step-by-step how to put a hold on cards. The goal is to eliminate the deposit for rentals and have a wavier on file stating what renters are responsible for and what amount their credit will be charged if they were to cause damages. Mr. Frank called a Finance Committee meeting for February 20<sup>th</sup> 2024 at 7:00 pm to discuss it further.
- Mr. Frank said records retention is underway and he is expecting a pretty massive clean out. He said once this records retention is done they're going to adjust their schedule to match today's day and age and a lot of things are going to be going digital.
- The annual financial report is underway and is going much smoother than years past which is what they anticipated. Mr. Frank said that it's due to be filed by the end of February and he is expecting to get the draft to approve any day.
- Mr. Frank said their audit is also underway. There were a few changes this year; they requested a list with all employees names, address and phone numbers. They also asked for email addresses, they may want to send out questionnaires. The State asked Mr. Frank if he had any requests and he said he requested that the audit be more efficient because the last one took months.
- Mr. Frank had a conference call with Steve Hanson about community project funding requests for fiscal year 2025. He and Mayor Procuik are both expecting an email once they get some guidance from their Appropriations Committee.
- Mr. Frank stated they transferred \$99,550 to the Capital Fund along with \$30,000 and the first RITA deposit was \$687,000.
- Mayor Procuik asked where they were spending the NOPEC money and Service Director Blados stated they do not know yet where that money is going to. Mayor asked Mr. Blados to update Council on the street lights and his conversation with Mr. Connelly and what is going on in front of NIDEC on Granger Road. Mr. Blados said the police were submitting their light out request and somehow they were not getting turned into repair orders, he spoke with Mr. Connelly and they are updating their ways of processing requests. The lights in front of NIDEC are part of the ODOT project and are expected to be complete and turned on in the near future.

**MAYORS COURT / MAYOR PROCUK**

Income for November	\$10,416.20
Victims of Violent Crimes	\$162.00
Drug Law Enforcement Fund	\$63.00
State Bond Surcharge	\$50.00
Seatbelt Violation	
Child Restraint	
State of Ohio	\$815.00
Indigent Defense Support	\$540.00
Indigent Driver Alcohol Treatment Fund	\$27.00
Bond Forfeitures	
Regional Enterprise Data Sharing System	\$105.00
Brooklyn Heights	\$9,469.20

**MAYOR'S REPORT / MAYOR PROCUK**

- Mayor Procuk stated they are \$138,688 ahead of last year's receipts and things are going good.
- Mayor Procuk said he is attending a meeting next week with Mayor March from Valley View, Mayor Bacci from Cuyahoga Heights and Superintendent Tom Evans for discussion.

**WAGE & SALARY COMMITTEE / MATT WALSH**

- Mr. Walsh stated that they had a Wage & Salary Committee meeting regarding the Police department tuition reimbursement program. Kevin Shebesta from Clemons Nelson and Sgt. Chris Leahy were in attendance.
- They had a Finance Committee meeting where Treasurer Aaron Frank discussed the 2024 budget.

**ORDINANCES & RESOLUTIONS**

**ORDINANCE 10-2024 AN ORDINANCE AMENDING THE VILLAGE OF BROOKLYN HEIGHTS CODIFIED ORDINANCES CHAPTER 1491 HOUSING CODE (SECOND READING)**

Sponsor: Presot  
Second: Schuckert  
Yeas: 5 / Nays: 0  
Ordinance 10-2024 is adopted 5-0

**ORDINANCE 13-2024 AN EMERGENCY ORDINANCE AMENDING SECTIONS 258.05 POLICE APPOINTMENTS & PROMOTIONS FROM THE BROOKLYN HEIGHTS CODIFIED ORDINANCES**

Sponsor: Walsh  
Second: Lasky  
Yeas: 5 / Nays: 0  
Ordinance 13-2024 is adopted 5-0

**DISCUSSION:** Mayor Procuk asked if there were any questions for Chief Meade, there were none. He also asked if they were satisfied with the language and they were.

**ORDINANCE 14-2024 AN EMERGENCY ORDINANCE AUTHORIZING THE MAYOR AND/OR CLERK- TREASURER TO ENTER INTO AN AGREEMANT WITH CLANCY & ASSOCIATES FOR POLICE DEPARTMENT TESTING SERVICES**

Sponsor: Tommer

Second: Schuckert

Yeas: 5 / Nays: 0

Ordinance 14-2024 is adopted 5-0

**DISCUSSION:** Mayor Procuk stated the cost for this is \$17,312.20 and asked if there were any questions for Chief Meade, Mr. Frank asked if this was a not to exceed price, or exact cost. He responded not to exceed.

**ORDINANCE 15-2024 AN EMERGENCY ORDINANCE AUTHORIZING THE CLERK-TREASURER TO MAKE PAYMENT TO CHARGRIN VALLEY ENGINEERING, LTD. FOR SERVICES RENDERED ON VILLAGE PROJECTS**

Sponsor: Lasky

Second: Walsh

Yeas: 5 / Nays: 0

Ordinance 15-2024 is adopted 5-0

**DISCUSSION:** Mayor Procuk asked what the amount was Mr. Frank responded \$6,166.

**ORDINANCE 16-2024 AN EMERGENCY ORDINANCE AUTHORIZING THE MAYOR AND/OR CLERK- TREASURER TO ENTER INTO A CONTRACT WITH LEXIPOL LLC, FOR LAW ENFORCEMENT POLICE MANUALS AND TRAINING BULLETINS**

Sponsor: Presot

Second: Tommer

Yeas: 5 / Nays: 0

Ordinance 16-2024 is adopted 5-0

**DISCUSSION:** Mayor Procuk stated the amount of this contract is \$10,560.22.

**ORDINANCE 17-2024 AN EMERGENCY ORDINANCE AMENDING SECTIONS 3.04B AND 3.11A FROM THE BROOKLYN HEIGHTS PERSONNEL POLICY AND PROCEDURE MANUAL**

Sponsor: Presot

Second: Walsh

Yeas: 5 / Nays: 0

Ordinance 17-2024 is adopted 5-0

**ORDINANCE 18-2024 AN EMERGENCY ORDINANCE AUTHORIZING THE VILLAGE OF BROOKLYN HEIGHTS TO MAINTAIN MEMBERSHIP IN THE SOUTHWEST COUNCIL OF GOVERNMENTS FOR THE YEAR 2024**

Sponsor: Schuckert

Second: Lasky

Yeas: 5 / Nays: 0

Ordinance 18-2024 is adopted 5-0

**DISCUSSION:** Mayor Procuk asked if the total amount of this was \$27,500 and Mr. Frank responded yes. Mayor Procuk thanked Council President Pro Tem for attending the meeting.

**ORDINANCE 19-2024 AN EMERGENCY ORDINANCE AUTHORIZING THE MAYOR AND/OR CLERK-TREASURER TO ACCEPT NOTHEAST OHIO PUBLIC ENERGY COUNCIL (NOPEC) 2024 ENERGIZED COMMUNITY GRANT FUNDS**

Sponsor: Walsh  
Second: Tommer  
Yeas: 5 / Nays: 0  
Ordinance 19-2024 is adopted 5-0

**DISCUSSION:** Mayor Procuk stated that this is \$4,971.

**ORDINANCE 20-2024 AN EMERGENCY ORDINANCE AUTHORIZING THE MAYOR AND/OR CLERK-TREASURER TO ENTER INTO AN AGREEMENT WITH EINHEIT ELECTRIC CONSTRUCTION CO. FOR THE ELECTRICAL WORK NEEDED FOR THE INSTALLATION OF THE NEW ADA-COMPLIANT RESTROOM IN THE UPPER PARK**

Sponsor: Presot  
Second: Schuckert  
Yeas: 5 / Nays: 0  
Ordinance 19-2024 is adopted 5-0

**ORDINANCE 21-2024 AN EMERGENCY ORDINANCE AUTHORIZING THE MAYOR AND/OR CLERK-TREASURER TO ENTER INTO AN AGREEMENT WITH THE OHIO DEPARTMENT OF TRANSPORTATION AUTHORITY FOR ROAD REPAIR AND MAINTENANCE WITHIN THE VILLAGE OF BROOKLYN HEIGHTS CORPORATE LIMITS AND APPROVAL AND GRANTING CONSENT TO THE DIRECTOR OF THE OHIO DEPARTMENT OF TRANSPORTATION AUTHORITY TO APPLY MAINTAIN AND REPAIR STANDARD LONGITUDAL PAVEMENT MARKINGS AND ERECT REGULATORY AND WARNING SIGNS ON STATE HIGHWAYS INSIDE VILLAGE CORPORATE LIMITS AND TO GIVEING CONSENT OF THE VILLAGE FOR THE OHIO DEPARTMENT OF TRANSPORTATION TO REMOVE SNOW AND ICE AND USE SNOW AND ICE CONTROL MATERIAL ON STATE HIGHWAYS INSIDE THE VILLAGE CORPORATE LIMITS AND GIVING CONSENT OF THE VILLAGE FOR THE OHIO DEPARTMENT OF TRANSPORTATION TO PERFORM MAINTENANCE AND OR REPAIR ON THE STATE HIGHWAYS INSIDE THE VILLAGE CORPORATION**

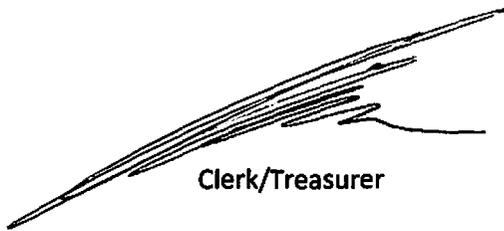
Sponsor: Walsh  
Second: Tommer  
Yeas: 5 / Nays: 0  
Ordinance 21- 2024 is adopted 5-0

There being no further business to come before the Council, it was moved by Presot and seconded by Schuckert that the meeting be adjourned.

Yeas: All  
Meeting adjourned.



Mayor



Clerk/Treasurer