

COUNCIL OF THE VILLAGE OF BROOKLYN HEIGHTS

MINUTES OF A MEETING

HELD January 4, 2022 20

A meeting of the Council of the Village of Brooklyn Heights, Ohio was held on January 4, 2022 at 7:30 p.m. with Mayor Michael Procuk presiding.

The Pledge of Allegiance was recited at this time led by the children in the audience.

Ohio State Representative Shontel Brown, 11th District, conducted the swearing in of newly elected Mayor Mike Procuk, Council Members Jennifer Presot and Matt Walsh, and Clerk/Treasurer Aaron Frank.

Present at roll call:

Council Members:	Blados, Lasky, Presot & Walsh
Mayor:	Procuk
Clerk/Treasurer:	Frank
Law Director:	Dowling
Engineer:	Henry
Police Chief:	Meade
Fire Chief:	Stefanko
Asst. Fire Chief:	Lasky
Acting Service Dir:	Florjancic
Bldg. Commissioner:	Monacco
Asst. Bldg. Comm.	
Comm. Service Dir:	Guilfoyle
Recreation Dir:	
Soccer Dir:	

GUESTS:

MOTION: Councilman Walsh nominated Jennifer Presot as 2022 President Pro Tem. Seconded by Blados Motion carried 4-0.

MOTION: Council Member Presot thanked council for the opportunity and asked for a short executive session to discuss the process of handling the vacant council seat. Seconded by Lasky Motion carried 4-0.

MOTION: Jennifer Presot moved to approve the December 7, 2021 minutes as distributed. Seconded by Matt Walsh Motion carried 4-0.

CORRESPONDENCE

- There has been no action taken and hybrid meetings expired on December 31, 2021. All public meetings, including council sessions, council committee meetings, Architectural Review Board, Zoning Board of Appeals and Planning Commission will be held in person in the Municipal Center. Masks will be mandatory for all in attendance.
- An unsigned letter from Craig Morrow stating his resignation from his position in the Service Department effective January 16, 2022.

AUDIENCE COMMENTS

- None

POLICE CHIEF

- Had hoped to update on body camera grants but should have information later this week.
- Twelve hour shifts started January 2nd. Thank you to everyone involved in passing this – it is very beneficial for the village and helped recently with officers out due to Covid, the flu, two officers

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hurt in the line of duty (minor injuries, back on duty), one out due to a chemical spill and one suffered an assault.

- We've updated about 30 out of 160. Maximum grouping we can get through the group is seven and we've moved up two already in three months.
- Coats for kids were a huge success. Collected 250 coats and will participate again next year.

FIRE CHIEF

- We have three people retiring from the department; Mike Guzi (30+years), Dan McNeely (13+ years) both effective December 31st, and Secretary Donna Tesar.
- We did hire four people, two in November, Anthony Hyatt and Steve Grzybowski and two in December, Nicholas Kahwagi and Daniel Simko. Firemen Kahwagi and Simko are currently in training for about another month.
- We're also experiencing staffing issues due to Covid. Thankfully guys stepped up and covered the shifts including Mike Florjancic.
- Local hospital ICU units are almost full and all hospitals are having a hard time keeping staffing up due to Covid.

ACTING SERVICE DIRECTOR

- Schindler Elevator came out and are currently working on a quote to upgrade to the quote we have from Otis Elevator. The quote will be distributed when received.
- Had a mild December, were out plowing twice. Ordered 75 tons of salt and we're ready for the next snowfall.
- Donna Tesar retiring is a huge loss to the village and she was extremely helpful especially when I became Acting Service Director. I want to thank her and wish her a very successful and happy retirement.

COMMUNITY SERVICES DIRECTOR

- Senior Snow Removal has 81 seniors sign up and all driveways are staked.
- Our annual Remembrance Celebration was held in person in a scaled down setting.
- Held two Art in the Park session over the holiday break.
- Unfortunately we did not get approved for the NOACA grant to replace our big bus but we will continue trying.
- Our January senior luncheon has been cancelled due to the high rate of Covid. Instead we are holding a Senior Drive Thru at the Community Center on January 27th.

ENGINEER

- We're going out for bids for the installation of the new playground in the upper park.
- I have a meeting scheduled with the Seven Hills engineer and law director and Jerry Dowling to get the schedules aligned for Belmont.
- Granger & Tuxedo - ODOT will be out looking at replacing and doing repair work from the east side of the Granger/Tuxedo intersection over to the eastbound ramp to I-480. It's in the planning phase now, expected installation may be in 2023.
- The County will be out cleaning catch basins and storm manholes over the next couple of weeks. They will confirm their findings and get ready to be replacement or repair.
- The county is supposed to follow up on the final package for the master plan and I'll let you know when I receive their information.
- We're moving forward with the design for Spring Road. The area was surveyed, and we're on task to hopefully have that bid out by the end of February and get that construction done this summer.

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BUILDING INSPECTOR

- With Aaron's help, regarding revenues of 2021, we projected to take in \$53,400 including building permits, point-of-sale inspections, rental inspections, contractor registrations and miscellaneous permits and licenses. We surpassed that and brought in \$67,400, \$14,000 above our projection.
- The following businesses moving into the village or to a larger space within current location are:
 - 600 Resource Drive, New Story School (formerly Dr. Holland Center)
 - 1200 Resource Drive, United Cerebral Palsy of Greater Cleveland (Konionia old space)
 - 4800 Van Epps, a quarter price auction company moving from Unit 105 to Unit 103 (larger space)
 - ARP Heating & Cooling, 1277 East Schaaf Road, Unit six
 - 4879 Van Epps, a studio floral shop, have rehabbing to do and need an occupancy permit
 - 4915 Van Epps, Sign Electors
 - 4663 Van Epps, Ohio Paving
 - 981 Keynote, Suite 11, American Nuts Company, total renovation of their space

LAW DIRECTOR

- There are a few adjustments to the contracts before you tonight. I propose an increase in the salary for the assistant law director due to the increase in workload in 2021 and continuing into 2022. The increase will be taken half out of my salary and I'm asking council to come up with the other half. This amount is more commensurate with the work being done.
- We are losing Assistant Law Director Sheila Salem at the end of the month and will bring in Marty Mason beginning February 1st.

CLERK / TREASURER

- We're in the process of closing the month and expect to be reconciled and closed by the end of business tomorrow. We also hope to have the year closed by the end of the week.
- After that we move into budget planning. With all the actual numbers, spreadsheets made and distributed, I'll start to meet with department heads.
- We have our bi-annual audit this year and hopefully it will be more traditional and work will be done on site.
- First RITA drop on January 3rd of \$521,767 (2021 January drop was \$432,000). Our year total for 2020 was \$535,000 and in 2019 it was \$547,000. This one drop alone eclipses 2021. Starting off on the right foot for 2022. Very exciting.
- I should have the RITA predictions hopefully by the second drop. Our tax administrator and RITA are working on their predictions. We may be right around the same 6.5 million prediction for 2022.

ECONOMIC DEVELOPMENT

- Rick Schultz's building – he took the sign down, is renting the remaining space to Mr. Appliance. He is renovating the building and moving his company here (Ohio Paving)

MAYOR'S REPORT

- Council members, you can email me your wishes for committee assignments. The only committee I'm leaving intact is the Finance Committee and Chairman Walsh can call the first budget meeting tonight if you wish.
- Steve Peine, Chairman of the Planning Commission, passed away. I attended his funeral service and I will be advertising for any interested residents.
- Pat Lesnick, the Planning Commission secretary, is looking to step down and advertisement will go out for that position also. Pat agreed to stay until the current pending matter is completed.

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- I believe I have an appointee for the Zoning Board of Appeals vacancy and will announce that at the proper time.
- I received one proposal from the HR person that was interviewed back in December. I will put copies in the council packets. Calls are out to two other's to get appointments scheduled.
- Regarding Deny the Permit, there has been no further activity at this point. All indications, from the lawyers is that we won't see activity until February. I will keep the lines of communication open.

MAYOR'S COURT

- The Mayor's Court report for the month of December and for the year are not yet closed but I will have those facts and figures for you at the next meeting.

MOTION: Mayor Procuk asked to pay the 2022 dues for the Mayor's and City Manager's Office for NE Ohio in the amount of \$250.

Seconded by Presot

Motion carried 4-0.

MOTION: Mayor Procuk asked to pay 2022 dues for the Mayor's and City Manager's Association which is by per capita and our bill is \$928.54.

Seconded by Walsh

Motion carried 4-0.

We closely monitor the CDC recommendations for quarantine and right now its five days when someone knows they have Covid. I continue to have our employees come to work in person unless there's a situation where they can continue to work remotely and the village business is taken care of in an efficient manner. We're pretty much fully staffed with a few people working remotely as needed and our meetings will stay open to the public unless the State of Ohio or the Federal Government hands down another mandate and then we would respect that. Due to the village being chartered, I believe we are outside of the Ohio Revised Code and Council could make the decision to hold meetings in the hybrid format. If the variant continues to grow, you may or may not decide to take action but until such time, meetings will be here, in person only, minutes will be provided as they always have, recordings of the meetings are always available as well and everybody in the room will wear a mask until further notice.

PARK BOARD

- President, Mark Lasky, announced they will hold their Park Board annual finance meeting on February 10th at 7:00 p.m. tentatively.
- No objection to using council chambers
- We would like it advertised on our website and on any legislation that may go out.

ORDINANCES & RESOLUTIONS

ORDINANCE 01-2022 – AN EMERGENCY ORDINANCE CONFIRMING THE APPOINTMENT OF JEROME E. DOWLING AS VILLAGE LAW DIRECTOR AND AUTHORIZING THE MAYOR AND/OR CLERK-TREASURER TO ENTER INTO A CONTRACT FOR LEGAL SERVICES

Sponsor: All of Council

Second: Blados

Yeas: Blados, Presot, Lasky, Walsh

Nays: None

Ordinance 01-2022 is Adopted 4-0

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ORDINANCE 02-2022 – AN EMERGENCY ORDINANCE AUTHORIZING THE MAYOR AND/OR CLERK-TREASURER TO ENTER INTO AN AGREEMENT WITH TECHTRONIC OFFICE PRODUCTS SALES & SERVICE (TOPSS) FOR SOFTWARE AND NETWORK SERVICES FOR THE VILLAGE OF BROOKLYN HEIGHTS FROM JANUARY 1, 2022 THROUGH DECEMBER 31, 2022. (\$8,135)

Sponsor: Walsh

Second: Lasky

Yeas: Walsh, Lasky, Blados, Presot

Nays: None

Ordinance 02-2022 is Adopted 4-0

In an attempt to fill the vacant council seat, Council is asking any interested party to submit a letter of intent or resume to the Municipal Center by the end of business on Friday, January 14th. Interviews will be held on January 17th and 18th in the evening. Additional dates will be added if necessary. Council has until January 31, 2022 to appoint a replacement by simple majority.

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

Yeas: All

Nays: None

Meeting adjourned.



Mayor



Clerk/Treasurer