

VILLAGE OF BROOKLYN HEIGHTS

MINUTES OF A MEETING

FINANCE

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The Finance Committee meeting of the Village of Brooklyn Heights, Ohio was held on March 5, 2024 at 7:00 p.m. with Mayor Michael Procuk presiding.

<u>Present at roll call:</u>	Council Members:	Lasky, Presot, Schuckert, Tommer, Walsh
	Mayor:	Procuk
	Clerk/Treasurer:	Frank
	Law Director:	
	Engineer:	
	Police Chief:	Meade
	Fire Chief:	
	Assistant Fire Chief:	
	Service Director:	Blados
	Building Commissioner:	
	Assistant Building Official:	Sonenstein
	Comm. Service Director:	
	Recreation Director:	
	Soccer Commissioner:	
	Guest:	SE Blueprint Rep. Mark Mathias

The purpose of the Finance Committee meeting was to discuss SE Blueprint.

Mr. Frank led the Finance Committee meeting with a quick recap of what SE Blueprint will be doing in digitizing the Village's Permanent Records. He stated Mark Mathias, the Representative for SE Blueprint has assessed all of the records and they should all be digitized over the course of this year. There are 132 binders and the cost is \$95 per binder. There is an additional charge of \$28.50 per binder for the software to make the documents more easily searchable.

Mr. Walsh asked why they needed to keep records for so long. Mr. Mathias responded the state lays the groundwork and each city should follow suit in trying to establish a record retention policy that gives them the ability to govern their region. He explained if they don't have the Ordinances and Resolutions it could be difficult for them to evaluate and make decisions based on past laws.

Mr. Lasky asked how long SE Blueprint has been in business. Mr. Mathias answered, this is their 34th year. They started as a blueprint company and are family owned. Their current clients include the Cleveland Guardians, UH Hospitals, numerous K-12 Education facilities and numerous municipalities.

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Mr. Lasky asked where the documents will be posted and who will have access to them. Mr. Mathias replied it is a secured site and more security can be added if needed. He said with the proper log in information and permissions, Council will be able to log in to view and download the records. He said the main focus is for them to use it internally but could accommodate if Council wanted to open it up to make it more accessible to the public.

Mr. Schuckert asked if contractors would have access to floor plan records. Mr. Frank stated this is separate from the Building Department's digital files. Assistant Building Official Howard Sonenstein explained contractors have to go into the office and they have files for the contractors to view that are not on the Internet. He said they will not be giving contractors access to their digital files.

Mr. Walsh asked who their largest company or institution they work with is and Mr. Mathias responded UH Hospitals, Signet Jewelers, Akron Public Schools, The Cleveland Guardians and a grocery store chain in the Carolinas.

Mr. Frank said part of the quote stated the first 40 characters of the Preamble information for each Ordinance, Resolution, or Meeting Minutes will be indexed as descriptive metadata and. He said that won't go very far especially with some of their longer winded Ordinance Preambles. He asked Mr. Mathias how it will start to price out. Mr. Mathias said he will look into it further and confirm the 40 characters.

Mr. Frank said the estimated cost per month would be \$105.

There were no further questions and the meeting was adjourned.

Matt Walsh
Finance Committee Chairperson

