

# COUNCIL OF THE VILLAGE OF BROOKLYN HEIGHTS

## MINUTES OF A MEETING

HELD November 1, 2022 20       

A meeting of the Council of the Village of Brooklyn Heights, Ohio was held on November 1, 2022 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, Blados, Lasky, Presot
	Mayor:	Procuk
	Clerk/Treasurer:	Frank
	Law Director:	Dowling
	Assistant Law Director:	
	Engineer:	Henry
	Police Chief:	Meade
	Fire Chief:	Stefanko
	Asst. Fire Chief	Lasky (Mike)
	Acting Service Dir:	Florjancic
	Bldg. Commissioner:	
	Asst. Bldg. Comm.	Sonenstein
	Comm. Service Dir:	Guilfoyle
	Recreation Dir:	Kryznovek
Soccer Commissioner:	Shadd	

GUESTS: Ed Stepka, Jason Berger  
Nancy Zolgharnain & Family

**MOTION:** Mr. Berzins moved to excuse Mr. Walsh due to feeling ill. Seconded by Mrs. Presot. Motion Carried 4-0.

**MOTION:** Mrs. Presot moved to approve the minutes from the 2022 10 13 Special Council meeting, and the 2022 10 18 Building Committee, Parks Playground Community Services Committee, Safety Committee and Regular Council meetings. Seconded by Mr. Blados. Motion carried 4-0.

### CORRESPONDENCE / MAYOR PROCUK

- Received a thank you note from the family of Bob Reginelli for the flowers and police escort for celebration of life event for him.
- He participated and sent a letter to the Public Utilities Commission of Ohio (PUCO) urging them to deny the request to suspend the NOPEC operating certificate. Most of the mayors sent similar letters in addition to the Northeast Ohio Mayors and City Manager Association and the Cuyahoga County Mayors and City Managers Association.
- Received an email from Coach Zawadzki and Monica Bartosik requesting the fee be waived for use of the Community Center to hold a sports banquet for the Cuyahoga Heights Girls Varsity Soccer Team.

**MOTION:** All of Council moved to approve waiving the fee for use of the Community Center. Seconded by Mr. Lasky. Motion carried 4-0.

Mayor Procuk introduced Nancy Zolgharnain, the recently-hired Mayor's Secretary, Building Department Secretary and Clerk of Courts. She gave a brief summary of her 40 plus years of Municipal experience. Mayor Procuk expanded her work history including the past nine years as Clerk of Courts in Walton Hills, financial management, statistical analysis, management budget long

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term planning, two years as an administrative assistant for TAC Computer and thirty-two years as Clerk of Courts in Bedford Heights. He then asked Council to approve this appointment.

**MOTION:** All of Council moved to approve the appointment of Nancy Zolgharnain. Seconded by Mrs. Presot. Motion carried 4-0.

Mayor Procuk held the swearing in of Nancy Zolgharnain.

### **POLICE DEPARTMENT / CHIEF MEADE**

**MOTION:** Mr. Lasky moved to approve the MOU with Parma Police Department for mobile forensic services for the annual increased amount of \$4,000. Seconded by Mr. Blados. Motion carried 4-0.

**MOTION:** Mrs. Presot moved to approve the MOU with North Royalton Police Department for prisoner housing for the daily increased amount of \$200. Seconded by Mr. Berzins. Motion carried 4-0.

- The police bikes are in and the ordinance for payment is up tonight for your vote. They were on the streets for the 5K Race and on Halloween night.
- The Charger is on gov.deals.com for three more days. We expect more activity on the last day of the auction.
- No word received yet on the body cameras grant.
- The Family Fun Day, 5K Race and Halloween night were all without incident and residents seemed to enjoy the events.

Mayor Procuk shared that he never felt more safe or more proud than on Halloween night with both departments so visible. Job well done, thank you very much.

### **FIRE DEPARTMENT / CHIEF STEFANKO**

- Discussed new hire progress, currently on five months, will be on regular schedule and duties at the end of six months.
- Anticipating one or two firemen resigning and/or retiring next year. We will look for replacements at that time.
- They had firemen in three different areas on Halloween night. He thanked the Firemen's Association for the donation of \$200 for candy that they passed out.
- Participated at the Trunk or Treat event at New Story School for Autism on October 31<sup>st</sup>.
- Firemen Matt Cooper and Brian Mihal completed the Fire Inspector course, both successfully passed the state certification exam and will be added to the rotation for inspections.
- Council Member Presot inquired about the recertification process and Chief Stefanko explained the continuing education requirements and the certification is good as long as the state requirements are met.

### **SERVICE DEPARTMENT / MIKE FLORJANCIK**

**MOTION:** Mr. Berzins moved to approve payment to Koppel Advertising for jar openers in the amount of \$1,890 previously voted on via email. Seconded by Mrs. Presot. Motion carried 4-0.

**MOTION:** Mr. Lasky moved to pay Signal Service for street light repairs on Granger Road in the amount of \$2,345.75. Seconded by Mr. Blados. Motion carried 4-0.

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**MOTION:** Mrs. Presot moved to pay Lexington Services for work performed on the water line for the water fountain in the amount of \$1,695. Seconded by Mr. Blados. Motion carried 4-0.

**MOTION:** Mr. Blados moved to pay J&L Body for work performed on the gas vac floor and walls in the amount of \$3,008.54. Seconded by Mr. Lasky. Motion carried 4-0.

- Received quotes from Davis & Newcomer and Otis Elevator and they were distributed to council.
- Reviewed several quotes for roof replacement on the Gazebo at the Municipal Center and for the Dorset Park pavilion from Gridiron, Kune and BHI with options for shingles, board, shake and metal roofing.
- A new countertop, sink and faucet were installed in the women's restroom at the Community Center. The old one was falling apart.
- Both leaf vacs are being utilized for leaf pick up.
- Continues to work with Verizon for GPS tracking devices in the Service Department vehicles.

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

**MOTION:** Mrs. Presot moved to pay Tectronic for replacement of one computer in the amount of \$1,137.40. Seconded by Mr. Berzins. Motion carried 4-0.

- Senior snow plowing sign up is underway with 77 seniors signed up to date. The contractor is in the process of staking the driveways.
- Our vendor for the Meals on wheels program has increased her price per meal from \$5 to \$7 beginning November 7<sup>th</sup>. This is the first time she has raised her cost since we started with her in the summer of 2018. All participants were notified.
- We are helping seven families with Thanksgiving meals and eight families (sixteen children) signed up for our Hope Tree project.
- The Remembrance Celebration is scheduled for Thursday, December 1<sup>st</sup> at 6:00 pm at the Community Center. The deadline for ordering the remembrance keepsake is November 23<sup>rd</sup>.
- We will hold three Art in the Park holiday sessions at the Community Center on December 27<sup>th</sup>, 28<sup>th</sup>, and 29<sup>th</sup> from 12:30 -2:30 pm.
- Requested the fee be waived for the Jazzercise group to hold their annual Thanksgiving morning class and get together.

**MOTION:** Mr. Blados moved to waive the fee for use of the Community Center for the Jazzercise group. Seconded by Mr. Lasky. Motion carried 4-0.

- CHHS After Prom has requested bus transportation for their annual trip to Kalahari. All the villages assist with this annually. Our cost is approximately \$200. Approved.

### **RECREATION DEPARTMENT / DALE KRYZNOWEK**

- Basketball sign up is complete. There are 24 kids signed up with too many for one group and not enough in another age group so will be swapping with Valley View to create teams.

### **BUILDING DEPARTMENT / HOWARD SONENSTEIN**

- Working on routine business and residential permits and inspections
- Working with the Fire Department to ensure all businesses are fire compliant
- Joe Presot continues to learn the Cloud Permit software
- Working with Ohio Paving on Van Epps regarding use of the building for Amazon truck repairs. A variance would be necessary.

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### **ENGINEERING / MIKE HENRY**

- We will have a few pieces of legislation on the agenda for the Upper Park Improvements at the next council meeting: 1) Adult Swing from GameTime Equipment total cost \$5,008.19; 2) A final change order closing the contract with Grade Line and deleting certain items from the contract; 3) Legislation accepting the bid of Site Tech to install the pickleball nets and basketball hoops; and 4) Legislation accepting the proposal from Site Technology to stripe the athletic courts in the Upper Park. The cost will remain under budget.
- We will schedule a public hearing related to the CDBG application for the County. The proposed project is ADA-compliant for the existing restroom in the Upper Park but we will have a public hearing to hear other issues.
- We are still on schedule with the Upper Park. The basketball hoops and netting will be done this fall and the striping will be done in the spring.
- The concrete program has been completed and the asphalt program is ongoing.
- The ordinances on the agenda for tonight are the agreement between NEORSD and the Village to increase the cost share agreement to cover the additional cost of the Village Hall Drainage Improvements for the additional undercuts required and the other agreement is for ODOT to perform the inspection of the Village's Bridge over West Creek on Lancaster. This work would not be a cost to the Village.

### **CLERK-TREASURER / AARON FRANK**

**MOTION:** Mr. Blados moved to pay Clemens Nelson for services in the amount of \$1,445. Seconded by Mr. Berzins. Motion carried 4-0.

**MOTION:** Mr. Blados moved to approve payment to (for the CRAG grant previously mentioned above) to Koppel Advertising for jar openers in the amount of \$1,890 previously voted on via email. Seconded by Mrs. Presot. Motion carried 4-0.

- He attended the online webinar for public records training which covers all of our administration. This will be completed annually.
- We transferred \$30,000 into the Economic Development Fund as usual.
- We transferred \$66,925 into the Capital Fund (the monthly 10% transfer) and next month we begin transfers of 15%.
- The end of the month report should be distributed on Friday for the month of October.
- Today we received our first RITA drop in the amount of \$475,000.
- We continue to work on the audit. There are a couple items to be wrapped up with the Mayor's Court and that should complete the audit process.

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

- We had four teams and the soccer season ended last Saturday.
- No scores were kept for the U7 team and that worked out well. The U9 boys were placed in the upper division by the league director and they came in sixth out of eight teams with a record of 2/6 and both teams were coached by Mandi Apathy.
- The U11 team came in third of six teams with a record of 3/4/1 and was coached by Tim Gannon.
- The U13 boys came in seventh out of nine teams with a record of 1/4/3 and were coached by Katie and Paul Morway.
- The team playing in the Ohio Travel Soccer league, the Brooklyn Heights Force came in seventh of eight teams with a record of 1/6/1.
- Overall it was a rough season due to playing against all boys teams and having a lot of girls on our teams in addition to most of the kids being younger. Overall the teams did better than expected.

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### MAYOR'S COURT / MAYOR PROCUK

Income for October	14,100.05
Victims of Violent Crimes	513.00
Drug Law Enforcement Fund	178.50
State Bond Surcharge	150.00
Seatbelt Violation	65.00
Child Restraint	71.00
State of Ohio	2,412.50
Indigent Defense Support	1,435.00
Indigent Driver Alcohol Treatment Fund	76.50
Regional Enterprise Data Sharing System	245.00
Brooklyn Heights	11,366.05

### MAYOR'S REPORT / MAYOR PROCUK

- We have two tree grants thanks to a lot of hard, last minute work. There are a lot of lawns already marked up for the completion of the tree canopy grant from the county. Another forty trees are being planted and the part of that contract was removal of the dead trees and that has been completed. Tomorrow Busy Bee will be planting trees from the first grant.
- The second grant, from the Ohio Department of Natural Resources, awards us the planting of 50 trees which will be completed this fall. Fifteen of those trees will be planted on Tuxedo Avenue. We learned of this grant late and our arborist Jason Knowles and Clerk Treasurer Aaron Frank worked diligently and quickly to get it submitted.

### CLERK/TREASURER FRANK REVIEWED THE SCHEDULED MEETINGS:

November 15	6:45 pm	Engineer	Public Hearing / 2022 CDBG & 2023 CDSG Grants
November 15	7:00 pm	Building	Elevator repair and park structure roofing

### ORDINANCES & RESOLUTIONS

**ORDINANCE 93-2022** AN EMERGENCY ORDINANCE AUTHORIZING THE MAYOR AND/OR CLERK/TREASURER TO PURCHASE POLICE BIKES AND ASSOCIATED EQUIPMENT FROM BIKE AUTHORITY FOR USE BY THE POLICE DEPARTMENT

Sponsor: All of Council

Second: Mrs. Presot

Yeas: 4 / Nays: 0

Ordinance 93-2022 is adopted 4-0

**ORDINANCE 94-2022** AN EMERGENCY ORDINANCE AUTHORIZING THE MAYOR AND/OR CLERK/TREASURER TO EXECUTE A CONSENT AND COOPERATION STATEMENT FOR THE MUNICIPAL BRIDGE INSPECTION PROGRAM

Sponsor: Mr. Berzins

Second: Mr. Lasky

Yeas: 4 / Nays: 0

Ordinance 94-2022 is adopted 4-0

**ORDINANCE 95-2022** AN EMERGENCY ORDINANCE AUTHORIZING THE MAYOR AND/OR VILLAGE CLERK/TREASURER TO AMEND THE COMMUNITY COST-SHARE AGREEMENT

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(DISTRICT AGREEMENT NO. 21007697) BY AND BETWEEN THE NORTHEAST OHIO REGIONAL SEWER DISTRICT AND VILLAGE OF BROOKLYN HEIGHTS

Sponsor: Mr. Blados

Second: Mr. Berzins

Yeas: 4 / Nays: 0

Ordinance 95-2022 is adopted 4-0

**ORDINANCE 96-2022** AN ORDINANCE AUTHORIZING THE MAYOR AND/OR CLERK-TREASURER TO ENTER INTO AN AGREEMENT WITH CHAGRIN VALLEY ENGINEERING, LTD. FOR ENGINEERING SERVICES FOR THE VILLAGE OF BROOKLYN HEIGHTS COMMENCING JANUARY 1, 2023

Sponsor: Mr. Berzins

Second: Mrs. Presot

This Ordinance will be up for vote at the November 15th meeting.

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

Yeas: All

Meeting adjourned.



Mayor



Clerk/Treasurer