

COUNCIL OF THE VILLAGE OF BROOKLYN HEIGHTS

MINUTES OF A MEETING

HELD: January 2, 2024

A meeting of the Council of the Village of Brooklyn Heights, Ohio was held on January 2, 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, Schuckert, Tommer, 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	Krzynowek
Soccer Commissioner	Shadd

GUESTS: Patty Tommer, Jason Berger

MAYOR PROCUK

- Mayor Procuk swore in elected and reelected Council Members, Mark Lasky, Shane Tommer, and Rocky Schuckert.
- Mayor Procuk distributed the 2024 Committee Assignments as follows:
 - **Ad-Hoc Environment** - Tommer, Presot, Lasky
 - **Building** - Schuckert, Presot, Tommer
 - **Finance** - Walsh, Lasky, Tommer
 - **Income Tax Board of Review** - Schuckert, Walsh, Lasky
 - **Industrial Development** - Tommer, Schuckert, Presot
 - **Ordinance** - Lasky, Tommer, Schuckert
 - **Park, Playground & Community Services** - Presot, Tommer, Walsh
 - **Safety** - Presot, Schuckert, Walsh
 - **Streets, Beautification & Utilities** - Lasky, Walsh, Presot
 - **Wage & Salary** - Walsh, Lasky, Schuckert

(The first name listed is the chairperson of that committee)

MOTION: Presot moved to go into Executive Session for discussion on Council President Pro-Tem. Seconded by Tommer. Motion carried 5-0.

RETURN FROM EXECUTIVE SESSION

MOTION: Presot moved to nominate Mr. Walsh for Council President Pro-Tem. Seconded by Walsh. Motion dismissed with 2-3 vote.

MOTION: Tommer moved to nominate Mr. Lasky for Council President Pro-Tem. Seconded by Schuckert. Motion carried 3-2.

MOTION: Presot moved to approve the December 19, 2023 Regular Council meeting minutes. Seconded by Tommer. Motion carried 5-0.

CORRESPONDENCE / MAYOR PROCUK

- Mayor Procuk received an email from the Delta Dental Insurance Representative stating that two employees were unaware of the change in their dental plan. He said it may take a few days for individual ID cards to arrive, as long as the employees have their group number and social security number, ID cards are not required.

POLICE DEPARTMENT / DAVE MEADE

- Chief Meade stated that the last Flock license plate reader was installed about a week ago, they were sent the wrong specs for the last camera and are waiting for a new appointment to get that installed in the next two weeks.
- Chief Meade stated he has scheduled for Fire Chief Stefanko to provide CPR, AED, and Narcan training for the Police department next week and he thanked Chief Stefanko for doing this as it saves the department money to do the training in house.
- Jason Berger asked Chief Meade how many kids they had for Shop with a Cop, he responded 17.

FIRE DEPARTMENT / JOE STEFANKO

MOTION: Presot moved to pay ESO \$1,420 for fire software. Seconded by Lasky. Motion carried 5-0.

MOTION: Presot moved to pay Penn Care in the amount of \$2,745 for EMS equipment. Seconded by Tommer. Motion carried 5-0.

- Chief Stefanko stated that they did receive a grant for the EMS equipment and the Village will be reimbursed the \$2,745.
- Chief Stefanko advised Council that they are continuing to see overloaded hospitals. He stated they will ultimately try to get their residents to the hospital that's most appropriate, but will give the residents the choice of another hospital if there is going to be a known delay. He also wanted to make Council aware of a fire at UniFirst last week. He stated that it was a small fire that was contained easily and his staff did a fantastic job. The fire caused about \$30,000 in damages to some new equipment. Mayor Procuk asked about the new fire truck and Chief said that it did get pushed back, but he believes they're on track for February.

COMMUNITY SEERVICES / THEA GUILFOYLE

MOTION: Lasky moved to pay Lori's Custom Catering \$1,505 for December Meals on Wheels. Seconded by Schuckert. Motion carried 5-0.

- Art in The Park winter sessions went well, they had 25 kids sign up for both sessions but many didn't show due to illness. All in all it went well and the kids had fun. Ms. Guilfoyle stated they were approved for \$3,410 for the 2024 program through Cuyahoga County Art and Culture. This is based on the amount they receive in donations.

- The holiday programs went well, Ms. Guilfoyle said they had good attendance for the Christmas lights tour, Christmas shopping, and the floral workshop. She also stated that the letters to Santa went well.
- They have 91 seniors in the snow removal program and she said they have plowed twice so far and all is going good.
- Ms. Guilfoyle was excited to report they were approved for the NOACA Grant for vehicle equipment. She stated this will be for back up cameras, interior cameras and recording devices in all of their vehicles. This will be an 80/20 match and the Village will be responsible for approximately \$1,500 and their share will be \$5,942. She will be attending a workshop on March 26th for the procurement steps.
- The necessary papers were submitted on December 20th for the 2024 NOPEC annual sponsorship for the Park Board. Ms. Guilfoyle stated the deadline is April 30th and the \$1,000 will be deposited directly into the Park Board account no later than June 30th.
- My Rec is going well and they have almost all information loaded into the site. Ms. Guilfoyle said staff have been doing a lot of testing and everything is going smoothly. The site is very user friendly and customer service has been great, she said they will be kicking it off with spring soccer. She stated once it's out to the public they will have residents sign up for email blasts, she is unsure yet if they will be sending the blasts through Civic Plus or My Rec, they both have the capability. Civic Plus will be migrating everything over on January 26th.

SOCCKER COMMISSIONER / NARLIN SHADD

- Mayor ProcuK asked Mr. Shadd if they had dates for spring soccer yet, he responded registration will be February 3rd, to March 3rd. He said the season will start mid-March and the last game is May 25th.

RECREATION DIRECTOR / DALE KRZYNOWEK

- Mr. Krzynowek stated their winter sports season started early December, the 5th and 6th grade girls' basketball team coached by Bill Stegmaier is currently undefeated. He said he is also looking forward to My Rec being up and running, he said everything he has done so far on the site has been phenomenal.

SERVICE DIRECTOR / JOE BLADOS

- Mr. Blados congratulated Mr. Schuckert, Mr. Tommer, and Mr. Lasky and thanked Council for their support in 2023.
- Mr. Blados stated that he submitted a quote for the fence that was damaged by a vehicle going down the hill by ball diamond two. Mayor ProcuK asked who he submitted the quote to, Mr. Blados responded Detective Tulcewicz. Mayor ProcuK then asked Chief Meade if had had followed up on it and Mr. Meade stated that it had been submitted with the case downtown.
- Everything for the annual Village Recycling Grant should be taken care of by February 1st, Mr. Blados said he has forwarded all of the information to Tracy.
- The Pilot Program for the business recycling district, Mr. Blados said he would like to put recycle dumpsters in their business areas like Resource Drive. He has been working with Kimble to get a minimal cost and will have quotes by the end of the month.
- Mr. Blados stated that he is looking forward to hearing back from the grants they have been working on with Chagrin Valley Engineering, the Drinking Fountain Replacement Grant and the Tree Chipper Grant.
- Mr. Blados stated he is putting together a sidewalk assessment for 2024 looking at repair and replacement options. He has asked his staff to make note of the raised, lowered and damaged portions of the sidewalks throughout the Village as they see them.
- The Tree City USA application was submitted and Mr. Blados also stated that he has been working with the Women's Service Club on Diane's Toronski's Arbor Day dedication. The eight trees that were replaced under warranty have been installed, and they were replaced with no charge. They had their tree inspections just before the holiday and he said everything went well. He said they are continuing to look for canopy grants they may be eligible to apply for.
- All of the parts are in for the Silco Alarm and Mr. Blados is meeting with the project manager tomorrow morning to walk through all of the buildings and set a game plan with Otis. Otis has been in their building

setting up and starting the electrical for the elevator upgrades. They are still thinking the end of the first quarter for completion.

- Mr. Blados stated that he and Ms. Zoldak continue to recoup money owed to them from Cleveland water.
- Mr. Blados said they have been planning some small concrete repairs around the Village and pavilion roof repairs in the park. As long as the weather allows the Service Department will continue to run the street sweeper through the Village.
- Mr. Blados stated he is looking into lining their building with Christmas lights next year and is getting quotes. He is also looking for end of the year sales to see if there is anything else they can add and by the end of the month the three wise men and camel will be back in stock for their nativity.
- Patty Tommer asked if there would be any cost to residents if their front sidewalk needed repairs, Mr. Blados said that was something that would be brought up to Council and he asked Council if they had done anything similar in the past, Mayor Procuk responded the resident is supposed to cover the cost, but the Village always has. Jason Berger asked if they would be replacing the sidewalks or lifting them. Mr. Blados answered they would put together the assessment and see what the best option would be.

ENGINEER / JENNIFER ZOLDAK

- They are expecting delivery of the upper park restroom by the end of February. Ms. Zoldak has solicited pricing from about five contractors and is expecting bids back by the end of the week. She hopes to have them out there getting the pad and underground piping in so they are ready for delivery.
- Ms. Zoldak said they will be applying for a new grant through the Ohio EPA, it will be for salt spreading equipment and the application is due by the end of January, she will be attending a webinar January 5th, to find out more information.
- They submitted their request to the State House of Representatives for improvements to the Dorset Mini Park in the amount of \$654,000. They have similar requests for projects from the State Senate due April 8th, 2024.
- Ms. Zoldak stated they submitted the application for the Brownfield Remediation Grant for the Villages property on Schaaf Road and have not heard back yet. She said it was submitted very quickly and it was first come first serve so she believes they have as good of a chance as possible.
- As she mentioned last meeting the Valley Belt OPWC results were out and they scored 57 and needed to score 59 to be awarded. She suggested they consider authorizing Chagrin Valley Engineering to do the survey and prepare the plans in 2024. Ms. Zoldak said they can reapply at the end of 2024 for construction in 2025.
- Property lines on Eastview drive have been researched and staked by Chagrin Valley Engineering to the extent as possible. The Village is still doing an internal review of available records to determine what was approved by the Planning Commission at the time of the buildings being constructed or expanded, but they haven't found any yet. Ms. Zoldak states that there is a portion of Eastview Drive that appears to be on private property, but is functioning as a public roadway. The adjacent property owners need that driveway to be able to access their facility. She suggested having a conversation with the property owner to come to some sort of agreement.
- Ms. Zoldak stated that in October she had a resident call her with a noise abatement question, she told the resident that was an ODOT matter. The resident reached out to ODOT and forwarded their response to Ms. Zoldak which was, in order for ODOT to consider any type of noise abatement structure, a petition needs to be signed by residents who live within 400 feet of I-480. They also need a form signed by the Mayor and then ODOT would consider it, but won't necessarily do anything about it.
- They received word back from ODOT that the fence in front of NIDEC has to stay. Ms. Zoldak says their current agreement only allows the Village to mow the area and keep or cut down the three existing trees.

BUILDING DEPARTMENT / HOWARD SONENSTEIN

- There have been some complaints recently about residents feeding the wildlife. Mr. Sonenstein spoke with the Health Department and the Ohio Department of Natural Resources, both spoke to the resident feeding the animals to advise them how unsafe this is. Since this is not against the law, he suggested creating an ordinance against feeding the animals.

- Mr. Sonenstein gave a follow up on the neighbors on East Schaaf and Marengo Drive, stating they are trying to keep things calm between them while they continue construction to fix the erosion on their property.
- Mr. Sonenstein stated that everything with Cloud Permit is going very smoothly and everything is complete for 2023, he said Mrs. Zolgharnain is working Mr. Frank on making it so contractors will be able to pay online with a credit card.
- The resident at 720 Tuxedo Avenue has been slowly working on her driveway to get it back to the approved plan that was agreed upon with the Building Department. Mrs. Presot asked if the work being done is to remove the concrete beneath the grass and if it is causing problems with her neighbor. Mr. Sonenstein replied as soon as she has it all dug out, it will return to being just grass and dirt and will not cause any issues with neighbors.

CLERK TREASURER / AARON FRANK

MOTION: Lasky moved to pay Chagrin Valley Engineering \$4,344.50 for service charges. Seconded by Presot. Motion carried 5-0.

MOTION: Presot moved to pay Knowles Municipal Forestry \$1,564 for various tree services. Seconded by Tommer. Motion carried 5-0.

MOTION: Tommer moved to pay Civic Plus \$1,841 for banners for department pages. Seconded by Presot. Motion Carried 5-0.

MOTION: Schuckert moved to pay Clemens Nelson \$3,892.06 for various consulting. Seconded by Presot. Motion carried 5-0.

MOTION: Lasky moved to designate Mr. Frank to obtain the Sunshine/Public Records trainings. Seconded by Presot. Motion carried 5-0.

- Mr. Frank stated that closing out December, 15% of municipal income that was transferred to the Capital Fund was \$78,254 plus the \$30,000 additional that they put into their Capital. He started closing out 2023 today and will have the final year report by the end of the week.
- Mr. Frank asked for a Finance Committee meeting to be held January 16th, 2024 at 7:00 p.m. He said at the meeting they will go over the budget, which is due March 31st. He also stated that there will be a Capital Budget meeting this Thursday at 11 a.m.
- Mr. Frank said that our two year health care deal expires on September 30th of this year and they will start to tackle that in the summer.
- Their first RITA drop today was \$454,000, Mr. Frank said this is \$100,000 less than their first drop of 2023. He said they are going to base the budget on 7.2M as they have for the last couple of years.

MAYORS REPORT / MAYOR PROCUK

- Mayor ProcuK stated that while they were \$100,000 under what they received for last year's first RITA drop, they are \$100,000 above what they had planned. He said that they set another record for the fourth year in a row bringing in \$8,076,089 in collections. And he is looking forward to seeing what their base starting point is for 2024.

MAYORS COURT / MAYOR PROCUK

Income for November	\$17,710.90
Victims of Violent Crimes	\$518.00
Drug Law Enforcement Fund	\$199.50
State Bond Surcharge	\$125.00
Seatbelt Violation	\$120.00
Child Restraint	\$121.00
State of Ohio	\$2,608.50
Indigent Defense Support	\$1,650.00
Indigent Driver Alcohol Treatment Fund	\$85.50
Bond Forfeitures	
Regional Enterprise Data Sharing System	\$265.00
Brooklyn Heights	\$14,751.90

ORDINANCES & RESOLUTIONS

ORDINANCE 01-2024 AN EMERGENCY ORDINANCE AUTHORIZING THE MAYOR AND/OR VILLAGE CLERK/TREASURER TO ENTER INTO AN AGREEMENT WITH CUYAHOGA SOIL & WATER CONSERVATION DISTRICT FOR IMPLEMENTATION OF THE PUBLIC INVOLMENT/PUBLIC EDUCATION (PIPE) PROGRAM

Sponsor: Schuckert

Second: Tommer

Yeas: 5 / Nays: 0

Ordinance 01-2024 is adopted 5-0

ORDINANCE 02-2024 AN EMERGENCY ORDINANCE APPOINTING RAY BERZINS TO THE VILLAGE OF BROOKLYN HEIGHTS PLANNING COMMISSION

Sponsor: All of Council

Second: Lasky

Yeas: 5 / Nays: 0

Ordinance 02-2024 is adopted 5-0

ORDINANCE 03-2024 AN EMERGENCY ORDINANCE APPOINTING DON GALEK TO THE VILLAGE OF BROOKLYN HEIGHTS PLANNING COMMISSION

Sponsor: All of Council

Second: Schuckert

Yeas: 5 / Nays: 0

Ordinance 03-2024 is adopted 5-0

ORDINANCE 04 2024 AN EMERGENCY ORDINANCE APPOINTING REBECCA GOGOL TO THE VILLAGE OF BROOKLYN HEIGHTS PLANNING COMMISSION

Sponsor: All of Council

Second: Lasky

Yeas: 5 / Nays: 0

Ordinance 04-2024 is adopted 5-0

ORDINANCE 05-2024 AN EMERGENCY ORDINANCE APPOINTING SHANE TOMMER TO THE VILLAGE OF BROOKLYN HEIGHTS PLANNING COMMISSION

Sponsor: All of Council

Second: Schuckert

Yeas: 5 / Nays: 0

Ordinance 05-2024 is adopted 5-0

ORDINANCE 06-2024 AN EMERGENCY ORDINANCE APPOINTING LAUREL GRAVER TO THE VILLAGE OF BROOKLYN HEIGHTS ZONING BOARD OF APPEALS

Sponsor: All of Council

Second: Tommer

Yeas: 5 / Nays: 0

Ordinance 06-2024 is adopted 5-0

ORDINANCE 07-2024 AN EMERGENCY ORDINANCE APPOINTING DON GALEK TO THE VILLAGE OF BROOKLYN HEIGHTS ZONING BOARD OF APPEALS

Sponsor: All of Council

Second: Schuckert

Yeas: 5 / Nays: 0

Ordinance 07-2024 is adopted 5-0

ORDINANCE 08-2024 AN EMERGENCY ORDINANCE APPOINTING CHERI BELKO TO THE VILLAGE OF BROOKLYN HEIGHTS ARCHITECTURAL REVIEW BOARD

Sponsor: All of Council

Second: Lasky

Yeas: 5 / Nays: 0

Ordinance 08-2024 is adopted 5-0

Assistant Fire Chief Lasky asked Ms. Zoldak if the closing of the I-480 ramp is permanent. He stated it's a very difficult turn onto the new ramp with the fire trucks, Ms. Zoldak replied that she would find out.

Jason Berger gave Council an update on his health.

Mayor Procuk swore in Ray Berzins and Rebecca Gogol to the Planning Commission.

MOTION: Presot moved to go into Executive Session to discuss a personnel matter. Seconded by Schuckert. Motion carried 5-0.

RETURN FROM EXECUTIVE SESSION

- Mr. Walsh stated he is trying to schedule Mr. Martin and Mr. Evans to attend the next Council meeting to discuss the Levy they will be putting up March 19th.

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