



**By Call of Chairman James Puffenberger
a VIRTUAL Finance Committee Meeting
Wednesday, February 17, 2021 at 5:00PM
Via ZOOM Application**

Zoom Meeting Link: <https://us02web.zoom.us/j/87690293352> or at Bratenahl.org

PLEASE MINIMIZE ENVIRONMENTAL BACKGROUND NOISE AND DISTRACTIONS

- 1) Call to Order - Roll Call
- 2) Approval of Prior Meeting Minutes
- 3) Fiscal Office Report
- 4) **Ordinance 4095:** Updating Work Week and Compensation of Service Department
- 5) **Ordinance 4097:** Amending Section 133.01 of the Administrative Code to Add the Duties of Village Tax Administrator to the Position of Village Fiscal Officer
- 6) **Ordinance 4098:** Amending Section 133.06 of the Administrative Code to Remove the Duties of Village Tax Administrator from the Position of Assistant Deputy Fiscal Officer
- 7) **Ordinance 4099:** Amending Ordinance #4072 to Increase the Salary of the Village Fiscal Officer to \$64,307
- 8) **Ordinance 4100:** Amending Ordinance #4073 to Remove the \$6,000 Annual Payment to the Assistant Deputy Fiscal Officer as Village Tax Administrator
- 9) **Ordinance 4101:** Pay Claims
- 10) Adjourn

And any other business as may properly come before this Committee may be considered and acted upon.

Posted: February 12, 2021
Diana L. Cooks, Village Fiscal Officer

Name	BENJAMIN			BURKE-JONES			HUFFMAN			MCDONALD			PUFFENBERGER			TAYLOR		
Vote	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs
Suspension																		
Passage																		

ORDINANCE NO: 4095

INTRODUCED BY:

AN ORDINANCE AMENDING SECTION 143.02 TITLED WORK WEEK OF THE ADMINISTRATIVE CODE TO UPDATE WORK WEEK AND TO **ADD COMPENSATION** FOR MEMBERS OF THE SERVICE DEPARTMENT AND DECLARING AN EMERGENCY

Ohio, that: NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Bratenahl, State of

SECTION 1. Section 143.02 of the Administrative Code be amended to read as follows:

“143.02 WORK WEEK **AND COMPENSATION.**

- (a) The work week for all members of the Service Department, except the Street Commissioner, shall be forty (40) hours. When authorized by the Mayor or the Street Commissioner, work in excess of eight (8) hours per day and any work on ~~scheduled holidays as provided in Section 149.01~~, Saturdays or Sundays shall be compensated at one and one-half (1½) times the employee’s hourly rate. Hours worked include vacation leave, holiday leave and bereavement leave but do not include sick leave.
- (b) **No workday shall exceed sixteen (16) hours.**
- (c) **When authorized by the Mayor or the Street Commissioner, any work on scheduled holidays, as provided in Section 149.01, shall be compensated at two (2) times the employee’s hourly rate.**
- (d) **Whenever a member of the Service Department (excluding the Director) is called into service outside of the normal work hours (7:00am-3:00pm), that member shall have the option of receiving four (4) hours of overtime or the equivalent amount of compensatory time.**
- (e) **Whenever a member of the Service Department (excluding the Director) has worked a regular work shift during a work week and has worked between the hours of midnight and 7:00am that same day, that member shall have the ability to immediately use banked compensatory time.”**

SECTION 2. This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the residents of the Village of Bratenahl and for the further reason that it is necessary to update update Work Week and add Compensation for members of the Service Department; therefore, provided this Ordinance receives two-thirds vote of all members of the Council elected thereto, it shall be in full force and effect from and after the earliest time allowed by law.

PASSED:

John M. Licastro, Mayor

ATTEST:

Diana L. Cooks, Village Fiscal Officer

Name	BENJAMIN			BURKE-JONES			HUFFMAN			MCDONALD			PUFFENBERGER			TAYLOR		
Vote	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs
Suspension																		
Passage																		

ORDINANCE NO: 4097

INTRODUCED BY:

AN ORDINANCE AMENDING SECTION 133.01 OF THE
ADMINISTRATIVE CODE TO ADD THE DUTIES
OF VILLAGE TAX ADMINISTRATOR TO THE POSITION
OF VILLAGE FISCAL OFFICER AND DECLARING
AN EMERGENCY

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Bratenahl, State of Ohio, that:

SECTION 1. Effective February 17, 2021, Section 133.01 of the Codified Ordinances is amended to read as follows:

“133.01 APPOINTMENT AND DUTIES OF VILLAGE FISCAL OFFICER.

(a) through (c) * * * * (no change)

(d) The Village Fiscal Officer shall also serve as the Village Tax Administrator who shall be responsible for the collection and deposit to the municipal treasury of municipal income taxes and the enforcement and administration of the municipal corporation’s income tax ordinances, resolutions, and rules including the powers, duties, and authority as set forth in Codified Ordinance Chapters 171 and 173.

~~(d)~~ **(e)** The Village Fiscal Officer shall have such assistance as provided by Ordinance of Council.

~~(e)~~ **(f)** The Village Fiscal Officer may be removed with or without cause by the Mayor with the consent of a majority of the Village Council. Should the Village Fiscal Officer voluntarily leave, he/she shall give the Village at least thirty (30) days’ notice.”

SECTION 2. Section 133.01 of the Codified Ordinances as it existed prior to the effective date of this Ordinance and all other ordinances and resolutions inconsistent with, be, and the same hereby are, repealed.

SECTION 3. This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public health, safety and welfare of the residents and for the further reason that the same relates to the daily operation of a municipal department; therefore, provided this Ordinance receives two-thirds vote of all members of the Council elected thereto, it shall be in full force and effect from and after the earliest time allowed by law.

PASSED:

John M. Licastro, Mayor

ATTEST:

Diana L. Cooks, Village Fiscal Officer

Name	BENJAMIN			BURKE-JONES			HUFFMAN			MCDONALD			PUFFENBERGER			TAYLOR		
Vote	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs
Suspension																		
Passage																		

ORDINANCE NO. 4098

INTRODUCED BY:

AN ORDINANCE AMENDING SECTION 133.06 OF THE ADMINISTRATIVE CODE TO REMOVE THE DUTIES OF VILLAGE TAX ADMINISTRATOR FROM THE POSITION OF ASSISTANT DEPUTY FISCAL OFFICER AND DECLARING AN EMERGENCY

BE IT ORDAINED by the Council of the Village of Bratenahl, State of Ohio, that:

SECTION 1. Effective February 17, 2021 Section 133.06 of the Administrative Code be amended to read as follows:

“133.06 PART-TIME ASSISTANT DEPUTY FISCAL OFFICER.

(a) The part-time position of Assistant Deputy Fiscal Officer is hereby created.

(b) The Part-Time Assistant Deputy Fiscal Officer shall be appointed by the Mayor and shall act under the direction of the Mayor and the Village Fiscal Officer, subject to confirmation by the Council.

(c) ~~The Part Time Assistant Deputy Fiscal Officer shall serve as the Village Tax Administrator who shall be responsible for the collection and deposit to the municipal treasury of municipal income taxes and the enforcement and administration of the municipal corporation’s income tax ordinances, resolutions, and rules including the powers, duties, and authority as set forth in Codified Ordinance Chapters 171 and 173. In addition, the~~ **The** Part-Time Assistant Deputy Fiscal Officer shall render all such assistance to the Mayor or the Village Fiscal Officer as the Mayor or the Village Fiscal Officer may require.

(d) The Part-Time Assistant Deputy Fiscal Officer shall be compensated as may be provided by Village Council and shall be entitled to participate in the OPERS pension benefit.

(e) The Part-Time Assistant Deputy Fiscal Officer shall furnish bond to the Village, at its cost, in the sum of one thousand dollars (\$1,000).”

SECTION 2. Section 133.06 of the Codified Ordinances as it existed prior to the effective date of this Ordinance and all other ordinances and resolutions inconsistent with, be, and the same hereby are, repealed.

SECTION 3. This Ordinance is hereby declared to be an emergency measure and necessary for the immediate preservation of the public peace, safety, health and welfare of the Village and for the further reason that the same relates to the daily operation of a municipal department; therefore, this Ordinance shall take effect and be in force immediately upon its passage and approval by the Mayor.

Passed:

John M. Licastro, Mayor

ATTEST:

Diana L. Cooks, Village Fiscal Officer

Name	BENJAMIN			BURKE-JONES			HUFFMAN			MCDONALD			PUFFENBERGER			TAYLOR		
Vote	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs
Suspension																		
Passage																		

ORDINANCE NO: 4099

INTRODUCED BY:

AN ORDINANCE AMENDING ORDINANCE NO. 4072 TO INCREASE THE SALARY OF THE VILLAGE FISCAL OFFICER TO \$64,307.00 TO COMPENSATE FOR THE NEW VILLAGE TAX ADMINISTRATOR DUTIES AS SET FORTH IN CODIFIED ORDINANCE 133.01 WITH SUCH INCREASE EFFECTIVE FEBRUARY 17, 2021 AND DECLARING AN EMERGENCY

WHEREAS, at its meeting on June 17, 2020, council adopted Ordinance No. 4072 confirming the appointment by the Mayor of Diana L. Cooks as the Village Fiscal Officer with duties as set forth in Codified Ordinance 133.01 with such appointment effective June, 1, 2020; and

WHEREAS, at its meeting on February 17, 2021, council adopted Ordinance No. 4097 amending Section 133.01 of the Administrative Code to add the duties of Village Tax Administrator to the position of Village Fiscal Officer; and

WHEREAS, the council desires to increase the salary of the Village Fiscal Officer to compensate her for the new duties of Village Tax Administrator.

NOW, THEREFORE, BE IT ORDAINED, by the Council of the Village of Bratenahl, State of Ohio, that:

SECTION 1. Effective February 17, 2021 the Village Fiscal Officer’s annual salary shall be increased from fifty-eight thousand, three hundred seven dollars (\$58,307.00) to sixty-four thousand, three hundred seven dollars (\$64,307.00), to compensate her for the new Village Tax Administrator duties as set forth in codified Ordinance 133.01, with such salary to be as amended by Council from time to time, and said Fiscal Officer shall be entitled to participate in the OPERS pension benefit and any other benefits she is currently entitled to as Village Fiscal Officer.

SECTION 2. This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the residents of the Village of Bratenahl and for the further reason that it is immediately necessary to increase the salary of the Village Fiscal Officer to compensate for new Village Tax Administrator duties; therefore, provided this Ordinance receives two-thirds vote of all members of the Council elected thereto, it shall be in full force and effect from and after the earliest time allowed by law.

PASSED:

John M. Licastro, Mayor

ATTEST:

Diana L. Cooks, Village Fiscal Officer

Name	BENJAMIN			BURKE-JONES			HUFFMAN			MCDONALD			PUFFENBERGER			TAYLOR		
Vote	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs
Suspension																		
Passage																		

ORDINANCE NO. 4100

INTRODUCED BY:

AN ORDINANCE AMENDING ORDINANCE NO. 4073 TO REMOVE THE
\$6,000.00 ANNUAL PAYMENT TO THE ASSISTANT DEPUTY FISCAL
OFFICER FOR PERFORMING THE DUTIES OF THE VILLAGE TAX
ADMINISTRATOR EFFECTIVE FEBRUARY 17, 2021
AND DECLARING AN EMERGENCY

WHEREAS, at its meeting on June 17, 2021, council adopted Ordinance No. 4073 confirming the appointment by the Mayor of Joanne Clapp as the part-time Assistant Deputy Fiscal Officer with duties as set forth in Codified Ordinance 133.06 with such appointment effective June 17, 2020; and

WHEREAS, at its meeting on February 17, 2021, council adopted Ordinance No. 4099 amending Section 133.06 of the Administrative Code to remove the duties of the Village Tax Administrator from the Assistant Deputy Fiscal Officer position; and

WHEREAS, the council desires to remove the \$6,000.00 annual payment to the Assistant Deputy Fiscal Officer for performing the duties of the Village Tax Administrator.

BE IT ORDAINED by the Council of the Village of Bratenahl, State of Ohio, that:

SECTION 1. Effective February 17, 2021, the Assistant Deputy Fiscal Officer shall be paid at a rate of twenty-five dollars (\$25.00) per hour for performing the duties as set forth in Codified Ordinance Section 133.06, and shall be entitled to participate in the OPERS pension benefit.

SECTION 2. This Ordinance is hereby declared to be an emergency measure and necessary for the immediate preservation of the public peace, safety, health and welfare of the Village and for the further reason that it is necessary to remove the annual payment from the Assistant Deputy Fiscal Officer position; therefore, this Ordinance shall take effect and be in force immediately upon its passage and approval by the Mayor.

Passed:

John M. Licastro, Mayor

ATTEST:

Diana L. Cooks, Village Fiscal Officer

Name	Benjamin			Burke-Jones			Huffman			McDonald			Puffenberger			Taylor		
Vote	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs	Aye	Nay	Abs
Suspension																		
Passage																		

Feb-21

ORDINANCE NO: 4101

Final

INTRODUCED BY:

That the following claims against the Village of Bratenahl are hereby directed from the Funds and the Fiscal Officer is hereby authorized and directed to draw her warrants for payment, to wit:

PUBLIC SAFETY

Best Buy Tire	Repair/maintenance	\$ 744.73
Cuyahoga Cty Police Chiefs Assc	2021 Membership dues	200.00
Int'l Association of Chiefs of Police	2021 Membership dues	190.00
Landmark	Gasoline: 66	2,975.12
Lisk, David	Reimbursement - notary renewal	94.00
Progressive Microtechnology	Evidence tracker/supplies	796.80
Traffic Control & Protection	Tri-foling stop signs (11)	934.85
* Verizon	MDTs	329.76
<i>SUBTOTAL - PUBLIC SAFETY</i>		<u>\$ 6,265.26</u>

ADMINISTRATION

+ Aetna		Dental - 2/2021	\$ 1,425.00
Bauernschmidt, Charles		Magistrate - 2/2/2021	500.00
+ COSE/Medical Mutual		Medical - 2/2021	29,871.41
* Chagrin Valley Dispatch		February 2021	18,787.15
Cleveland Chemical Pest Control		Quarterly pest control	100.00
Distillata		Drinking water	0.00
+ Division of Water		#1291440000	18.05
+ Division of Water		#5367340000	313.41
Division of Water		Hydrants (143)	3,524.44
+ Dollar Bank		Village credit card (recurring police expenses/K9 purchases)	250.00
+ Dominion		#2440100080012	395.48
+ Dominion		#7180000785971	39.52
Easton		Telephone	1,022.59
Google **		Email accounts	317.99
Illuminating Company	Traffic Signals	# 110 029 217 558	85.00
Illuminating Company	Street Lighting	# 110 024 090 794	2,358.38
Illuminating Company		# 110 023 586 420	85.69
Illuminating Company		# 110 023 032 078	468.19
Illuminating Company		# 110 022 683 632	150.81
Lake Business Products		Copies/lease	306.57
Licastro, John		Reimbursement - 2/2021 cell phone	75.00
Murphy, John		Magistrate - 1/19/21	400.00
Ohio Dept of Commerce		Boiler inspection	68.25
+ Pitney Bowes		Postage meter/postage	234.38
+ Republic Services		Rubbish removal - 2/2021	4,699.30
+ Spectrum		Internet/cable service	589.77
*+ Spectrum		Internet/cable service	259.99
UPS		Delivery	25.15
Treasurer of State		BBS - 12/2020	101.79
		<i>SUBTOTAL - ADMINISTRATION</i>	<u>\$ 66,473.31</u>

RECREATION

* American Fireworks	Fireworks deposit - 7/3/21	\$ 5,500.00
* Cleveland Chemical Pest Control	Quarterly pest control	108.00
*+ Dollar Bank	Recreation credit card	0.00
*+ Dominion	#7440100080000	1,204.23
*+ Illuminating Company	A/C# 110 023 744 748	554.06
*+ Illuminating Company	Outdoor A/C# 110 050 323 796	62.50
* Ohio Dept of Commerce	Boiler inspection	68.25
*+ Republic Services	Rubbish removal - 2/2021	175.30
*+ Spectrum	Internet/cable service	131.57
* United Rentals	Portable restroom rentals	90.00
<i>SUBTOTAL - RECREATION</i>		<u>\$ 7,893.91</u>

SERVICE

Chagrin Pet & Outdoors	Hydraulic filter	\$ 187.93
Division of Water	#7482172312	29.85
Division of Water	Fireline	46.60
Dominion	#718005810973	408.59
+ Home Depot	#9772	579.56
+ Illuminating Company	#110125887239	385.71
Landmark	Gasoline: 34	1,752.85
Praxair	Propane - tools, oxygen	45.85
Spectrum	Internet/cable service	102.42
Sutton Hardware	Supplies	58.96
<i>SUBTOTAL - SERVICE</i>		<u>\$ 3,598.32</u>

CONSULTANTS

CT Consultants	Professional services - through 12/2020	\$ 3,594.24
Chagrin Valley Engineering	Professional services - 1/2021	3,873.50
Code Consultation & Plan Review	Professional services - 1/2021	240.00
Matty, Henrikson & Greve LLC	Professional services - 1/2021	26,105.00
Matty, Henrikson & Greve LLC	Prosecutorial services - 1/2021	6,276.00
Matty, Henrikson & Greve LLC	Erosion project - 1/2021	630.00
Van Auken Akins	Professional services - 1/2021	5,246.97
<i>SUBTOTAL - CONSULTANTS</i>		<u>\$ 45,965.71</u>

TOTAL ALL PAY CLAIMS

\$ 130,196.51

- * Restricted fund
- + Electronic payment

FOR RECORD ONLY

Payroll	2/5/2021	\$ 61,384.94
Payroll	2/19/2021	\$ 60,180.45

Section 2.

This Ordinance is hereby declared to be an emergency measure necessary for the preservation of the public peace, safety and welfare for the reasons that its passage is necessary to the daily operation of the Village Government.

Passed: February 17, 2021

John M. Licastro, Mayor

Diana L. Cooks, Village Fiscal Officer