



**By Call of Chairman James Puffenberger
Finance Committee Meeting
Wednesday, December 15, 2021 at 5:00PM
Bratenahl Community Center
10300 Brighton Road**

PLEASE SILENCE ALL ELECTRONIC DEVICES

- 1) Call to Order - Roll Call
- 2) Approval of Prior Meeting Minutes
- 3) Village Fiscal Officer Report
- 4) **Resolution 1239**: Authorizing the continued participation in the Heritage Home Program for 2022
- 5) **Ordinance 4126**: Creating the position of Website Coordinator and Confirming the Appointment of Angela Tackas to stated position
- 6) **Ordinance 4127**: Amending Annual Appropriations for Fiscal Year ending December 31, 2021
- 7) **Ordinance 4128**: Establishing Temporary Appropriations for 2022
- 8) **Ordinance 4129**: Pay Claims
- 9) Fiscal Officer Compensation Plan
- 10) Adjourn

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

Posted: December 13, 2021

Diana L. Cooks, Clerk of Council

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																		

RESOLUTION NO: 1239

INTRODUCED BY:

A RESOLUTION AUTHORIZING THE MAYOR TO EXTEND THE PROFESSIONAL SERVICES AGREEMENT/CONTRACT WITH THE CLEVELAND RESTORATION SOCIETY TO PARTICIPATE IN THE HERITAGE HOME PROGRAM FOR THE 2022 CALENDAR YEAR AND DECLARING AN EMERGENCY

WHEREAS, at its meeting of January 16, 2019, the Council approved Resolution Number 1128 authorizing the Mayor to enter into a Professional Services Agreement with the Cleveland Restoration Society to provide eligible Village homeowners with the ability to participate in the Heritage Home Program; and

WHEREAS, following the terms of said Agreement, the technical assistance services of the Cleveland Restoration Society may be extended on a year by year basis.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Bratenahl, County of Cuyahoga, State of Ohio, that:

SECTION 1. The Mayor is authorized to extend the Professional Services Agreement/Contract with the Cleveland Restoration Society to provide eligible Village homeowners with the ability to participate in the Heritage Home Program with management fees not to exceed eight hundred dollars (\$800.00) for the 2022 calendar year.

SECTION 3. This Resolution 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 it is necessary to provide eligible homeowners with the ability to participate in the Heritage Home Program; therefore, this Resolution shall take effect and be in force immediately upon its passage and approval by the Mayor.

PASSED:

APPROVED:

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. 4126

INTRODUCED BY:

AN ORDINANCE CREATING THE POSITION OF WEBSITE COORDINATOR AND
CONFIRMING THE APPOINTMENT BY THE MAYOR OF ANGELA TACKAS AS
WEBSITE COORDINATOR WITH SUCH APPOINTMENT EFFECTIVE
DECEMBER 15, 2021 AND DECLARING AN EMERGENCY

WHEREAS, Angela Tackas is currently a full-time Deputy Clerk of Courts for the Mayor’s Court and has a background in Information Technology (IT), which the Mayor and Council desire to use for the benefit of the Village; and

WHEREAS, the Mayor and Council desire to assign Angela Tackas to perform the duties of Website Coordinator for the Village and to compensate her for such assignment.

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

SECTION 1. There is hereby created the position of Website Coordinator who shall be appointed by the Mayor subject to the confirmation by Council. The Website Coordinator shall be responsible for the producing, updating, maintaining and input of content to the Village website, managing and directing activity and traffic on the website, working with all Village departments and website provider to meet all needs regarding the website including but not limited to page content input and updating (spotlight, alerts etc.), online form creation and implementation, postings and updates for the calendar, agendas and minutes, maintaining and updating individual pages for all departments, troubleshooting, 24-hour availability (alerts etc.), develop protocols and procedures for all departments along with other Village entities to add content, updates or changes to the website, manage content creation of social media platforms such as Facebook, Twitter, Instagram, etc. for the Village of Bratenahl website.

SECTION 2. The Council hereby confirms the appointment by the Mayor of Angela Tackas as Website Coordinator with duties as set forth in Section 1. hereof and with such appointment effective December 15, 2021.

SECTION 3. The Website Coordinator shall work under the direction of the Mayor.

SECTION 4. Effective December 15, 2021, the Website Coordinator shall be paid ten thousand, four hundred dollars (\$10,400.00) per year for performing the duties as described in Section 1. hereof, and shall be entitled to participate in the OPERS pension benefit.

SECTION 5. 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: 4127

INTRODUCED BY:

AN ORDINANCE TO AMEND ORDINANCE NO. 4090 ANNUAL APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE VILLAGE OF BRATENAHL DURING THE FISCAL YEAR ENDING DECEMBER 31, 2021 AND DECLARING AN EMERGENCY

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

SECTION 1. That to provide for current expenses and other expenditures of the Village of Bratenahl during the year ending December 31, 2021, the following amounts be and they are hereby set aside and appropriated as set forth in Exhibit "A" attached hereto and expressly made a part hereof by reference. The total of Exhibit "A" equals \$7,500.524.00.

SECTION 2. Ordinance No. 4090 approved by the Bratenahl Village Council at its meeting of December 16, 2020 be, and the same is hereby amended to the extent set forth in Exhibit "A" attached hereto and expressly made a part hereof by reference, and to the extent inconsistent, portions of Ordinance No. 4090 are hereby repealed.

SECTION 3. The Village Fiscal Officer is hereby authorized to draw warrants for payment from any of the foregoing appropriations upon receiving proper certificates and vouchers therefore, approved by the Council or Officers, authorized by law to approve the same, or an Ordinance or Resolution of Council, to make the expenditures provided that no warrants shall be drawn, or paid for salaries or wages except to persons employed by authority of and in accordance with law or ordinance.

SECTION 4. The Fiscal Officer is hereby authorized to forward a certified copy of this Ordinance to the Cuyahoga County Fiscal Officer.

SECTION 5. This Ordinance is hereby declared to be an emergency measure necessary for the public peace, health, safety and welfare of the inhabitants of Bratenahl Village, and further necessary to appropriate funds for the operation of the Village of Bratenahl, therefore, provided this Ordinance receives two-thirds (2/3) vote of all members of Council elected thereto, shall be in full force and after the earliest time period allowed by law.

Passed:

John M. Licastro, Mayor

ATTEST:

Diana L. Cooks, Village Fiscal Officer

EXHIBIT "A"

Attachment A

Fund #
Section 1 **To provide for the current expenses and other expenditures of Bratenahl Village during the fiscal year ending December 31, 2021, the following sums be and thereby set aside and appropriated from the General Fund:**

That there be appropriated from the from the General Fund for Administration the following:

Wages, Police Department (110)	\$ 1,522,859
Wages, Service Department (620)	358,857
Wages, Administration and Building (710, 735)	290,986
Wages, Contract Services	101,720
Non-Wage Related Line Items	<u>1,745,362</u>

1000 Total General Fund \$ 4,019,785

That there be appropriated from the following Special Revenue Funds:

Section 2	2011	Street Construction Maintenance and Repair	\$ 55,726
Section 3	2021	State Highway Fund	7,500
Section 4	2041	Parks and Recreation Fund	125,087
Section 5	2071	Restricted Income Tax Fund	645,886
Section 6	2081	Drug Law Enforcement Fund	0
Section 7	2091	Law Enforcement Trust	0
Section 8	2092	Tow Release Fund	5,000
Section 9	2093	Canine Patrol Fund	5,000
Section 10	2094	OVI Enforcement Fund	0
Section 11	2101	Permissive License Tax Fund	0
Section 12	2131	Police Pension Fund	25000
Section 13	2901	Court Computer Fund	15,780
Section 14	2904	Police Equipment Gift Fund	-
Section 15	2907	Motorcycle Lease Fund	954

That there be appropriated from the following Debt Service Fund:

Section 16	3101	General Obligation Fund	2,424,000
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That there be appropriated from the following Capital Projects Fund:

Section 17	4903	Other Capital Projects (DOPWIC) Fund	20,807
Section 18	4904	Capital Projects Reserve Fund	<u>150,000</u>

Total All Funds \$ 7,500,524

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: 4128

INTRODUCED BY:

AN ORDINANCE TO ESTABLISH TEMPORARY APPROPRIATIONS
FOR ORDINARY EXPENSES OF THE VILLAGE OF BRATENAHL
UNTIL NO LATER THAN THE FIRST DAY OF APRIL 2022
AND DECLARING AN EMERGENCY

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

SECTION 1. That to provide for ordinary expenses of the Village of Bratenahl until no later than the first day of April 2022, the following amounts be and they are hereby set aside and appropriated as set forth in Exhibit "A" attached hereto and expressly made a part hereof by reference. The total of Exhibit "A" equals one million, two hundred twenty-four thousand, six hundred two dollars (\$1,224,602.00).

SECTION 2. The Village Fiscal Officer is hereby authorized to draw warrants for payment from any of the foregoing appropriations upon receiving proper certificates and vouchers therefore, approved by the Council or Officers authorized by law to approve the same, or an Ordinance or Resolution of Council, to make the expenditures provided that no warrants shall be drawn, or paid for salaries or wages except to persons employed by authority of and in accordance with law or ordinance. Provided further that the appropriations for contingencies can only be expended upon two-thirds (2/3) vote of Council for items of expense constituting a legal obligation against the Village and for purposes other than those covered by the other specific appropriations herein made.

SECTION 3. The Fiscal Officer is hereby authorized to forward a certified copy of this Ordinance to the Cuyahoga County Fiscal Officer.

SECTION 4. This Ordinance is hereby declared to be an emergency measure necessary for the public peace, health, safety and welfare of the inhabitants of Bratenahl Village, and further necessary to appropriate funds for the operation of the Village of Bratenahl, therefore, provided this Ordinance receives two-thirds (2/3) vote of all members of Council elected thereto, shall be in full force and after the earliest time period allowed by law.

Passed:

John M. Licastro, Mayor

ATTEST:

Diana L. Cooks, Village Fiscal Officer

EXHIBIT "A"

Attachment A

Fund #
Section 1 **To provide for the current expenses and other expenditures of Bratenahl Village during the fiscal year ending December 31, 2022, the following sums be and thereby set aside and appropriated from the General Fund:**

That there be appropriated from the from the General Fund for Administration the following:

Wages, Police Department (110)	\$	380,347
Wages, Service Department (620)		106,832
Wages, Administration and Building (710, 735)		85,000
Wages, Contract Services		25,430
Non-Wage Related Line Items		<u>397,802</u>
1000	Total General Fund	\$ 995,411

That there be appropriated from the following Special Revenue Funds:

Section 2	2011	Street Construction Maintenance and Repair	\$	13,931
Section 3	2021	State Highway Fund		3,750
Section 4	2041	Parks and Recreation Fund		41,660
Section 5	2071	Restricted Income Tax Fund		150,000
Section 6	2081	Drug Law Enforcement Fund		0
Section 7	2091	Law Enforcement Trust		0
Section 8	2092	Tow Release Fund		2,500
Section 9	2093	Canine Patrol Fund		1,250
Section 10	2094	OVI Enforcement Fund		0
Section 11	2101	Permissive License Tax Fund		0
Section 12	2131	Police Pension Fund		0
Section 13	2901	Court Computer Fund		2,500
Section 14	2904	Police Equipment Gift Fund		0
Section 15	2907	Motorcycle Lease Fund		0

That there be appropriated from the following Debt Service Fund:

Section 16	3101	General Obligation Fund		0
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That there be appropriated from the following Capital Projects Fund:

Section 17	4903	Other Capital Projects (DOPWIC) Fund		13,600
Section 18	4904	Capital Projects Reserve Fund		<u>-</u>
		Total All Funds	\$	<u>1,224,602</u>

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																		

Dec-21

ORDINANCE NO: 4129

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

Atwell's Police & Fire Equipment	Uniforms/Equipment/Vests	\$ 1,997.72
Best Buy Tires	Repair/Maintenance vehicles	5,060.89
Business Network Team	Update voicemails/extensions	170.00
Delta Strategic	Radio batteries	249.50
FBINAA	2022 Annual Training conference	475.00
Identiphoto	ID badges	14.50
Landmark	Gasoline: 66	4,188.35
Lisk, David	Uniform reimbursement	364.44
Shuttler's	Uniforms/Equipment/Vests	4,504.84
Sunnyside Chevrolet	(2) Rubber floor liner kit	3,256.24
UH Occupational Health	New officer physical	555.00
Vance's Law Enforcement	Ammunition	7,907.59
* Verizon	MDTs	329.69
<i>SUBTOTAL - PUBLIC SAFETY</i>		<u>\$ 29,073.76</u>

ADMINISTRATION

+ Aetna		Dental - 12/2021	\$ 1,203.20
Bauernschmidt, Charles		Magistrate - 11/23/21	400.00
+ COSE/Medical Mutual		Medical - 12/2021	26,711.24
* Chagrin Valley Dispatch		December 2021	18,787.15
Chagrin Valley Paving		2021 Road Program	49,528.50
Distillata		Drinking water	82.75
+ Division of Water		#1291440000	18.05
+ Division of Water		#5367340000	57.53
+ Division of Water		#3759120437	119.95
+ Dollar Bank		Village credit card	0.00
+ Dominion		#2440100080012	306.53
+ Dominion		#7180015427898	45.57
+ Dominion		#7180000785971	46.30
Easton		Telephone	1,130.50
Google **		Email accounts	318.00
Illuminating Company	Traffic Signals	# 110 029 217 558	85.04
Illuminating Company	Street Lighting	# 110 024 090 794	2,355.79
Illuminating Company		# 110 023 586 420	95.63
Illuminating Company		# 110 023 032 078	473.66
Illuminating Company		# 110 022 683 632	212.93
Illuminating Company		# 110 149 007 053	206.96
Lake Business Products		Copies/lease	196.48
Licastro, John		Reimbursement - 12/21 cell phone	75.00
+ Pitney Bowes		Postage meter/postage	68.24
Quill		Office supplies	766.05
+ Republic Services		Rubbish removal - 11/2021	5,132.61
+ Spectrum		Internet/cable service	577.97
*+ Spectrum		Internet/cable service	259.99
TAC		Network support - 12/2021	895.00
Treasurer of State		BBS - 11/2021	18.60
Woodland Tree Services		Tree removal	5,700.00
SUBTOTAL - ADMINISTRATION			\$ 115,875.22

RECREATION

* Alexrod, Christopher		Santa brunch	\$ 250.00
*+ Dollar Bank		Credit card	0.00
*+ Dominion		#7440100080000	887.97
*+ Illuminating Company	Outdoor	A/C# 110 050 323 796	65.80
*+ Republic Services		Rubbish removal - 12/2021	182.31
*+ Spectrum		Internet/cable service	189.75
* United Rentals		Portable restroom rentals	160.00
<i>SUBTOTAL - RECREATION</i>			<u>\$ 1,735.83</u>

SERVICE

Custom Clutch		Parts	\$ 224.00
Division of Water		#7482172312	0.00
Division of Water		Fireline	0.00
Dominion		#718005810973	316.26
+ Home Depot		#9772	0.00
+ Illuminating Company		#110125887239	294.08
Landmark		Gasoline: 34	2,157.63
Linde Gas		Propane - tools, oxygen	50.80
Mutt Mitt		Dung bags	1,359.83
Napa Auto Parts		Parts	204.55
Spectrum		Internet/cable service	109.84
Sutton Hardware		Supplies, uniforms	181.38
<i>SUBTOTAL - SERVICE</i>			<u>\$ 4,898.37</u>

		CONSULTANTS
Clemens Nelson	Professional services - 11/2021	\$ 175.00
Matty, Henrikson & Greve LLC	Professional services - 11/2021	8,205.00
Matty, Henrikson & Greve LLC	Prosecutorial services - 11/2021	<u>1,719.00</u>
<i>SUBTOTAL - CONSULTANTS</i>		<u>\$ 10,099.00</u>
 <i>TOTAL ALL PAY CLAIMS</i>		 <u>\$ 161,682.18</u>
 * Restricted fund		
+ Electronic payment		

FOR RECORD ONLY

Payroll	11/12/2021	\$ 57,927.16
Payroll	11/26/2021	\$ 65,466.01

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: December 15, 2021

John M. Licastro, Mayor

Diana L. Cooks, Village Fiscal Officer