

BRATENAHL VILLAGE  
411 BRATENAHL ROAD  
BRATENAHL, OHIO 44108  
(216) 383-0468

FINANCE COMMITTEE MEETING  
CONDUCTED VIA ZOOM

MARCH 17, 2021  
5:14 p.m.

MAYOR JOHN LICASTRO  
JAMES PUFFENBERGER, CHAIR  
JOYCE BURKE-JONES  
TOM McDONALD

DAVID J. MATTY, ESQ.  
NANCY L. MOLNAR, RPR, CLR

3

1 MR. McDONALD: Here.  
2 MS. COOKS: Mr. Puffenberger?  
3 MR. PUFFENBERGER: Here.  
4 First order of business as normal, are  
17:15:06 5 there any changes, corrections, et cetera, to our  
6 February 17, 2021 minutes?  
7 MS. BURKE-JONES: No.  
8 MR. PUFFENBERGER: No? That being the  
9 case, I'll entertain a motion to approve them.  
17:15:20 10 MR. McDONALD: So move.  
11 MS. BURKE-JONES: Second.  
12 MR. PUFFENBERGER: All in favor?  
13 MS. BURKE-JONES: Aye.  
14 MR. McDONALD: Aye.  
17:15:24 15 MR. PUFFENBERGER: Okay. Diana, I  
16 apologize in my recommendations for the agenda  
17 that I left the fiscal office report off there,  
18 but you did put it back in, so thank you for  
19 doing that. And it's all yours, the floor is  
17:15:41 20 yours.  
21 MS. COOKS: All right. Thank you. I'll  
22 be brief. The fiscal department is in preaudit  
23 mode I'm happy to say. We will begin an audit on  
24 April 12th, so I am making sure that everything  
17:16:01 25 is in order and that we'll have a smooth audit

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1 MAYOR LICASTRO: At 5:12, a motion was  
2 made to enter back into public session, made and  
3 seconded. The roll call was taken. We are now  
4 back in open session.  
17:14:14 5 So Mr. Puffenberger, it's all yours  
6 awaiting Mr. McDonald.  
7 MR. PUFFENBERGER: Yes, I'd like to wait  
8 for a moment or two for Tom.  
9 MS. MEADE: Okay. So is executive  
17:14:28 10 session part of the Finance meeting? So you  
11 didn't adjourn? Am I following that?  
12 MAYOR LICASTRO: Yes, we adjourned  
13 executive session and we're in open public  
14 session. I now give the floor to Mr.  
17:14:43 15 Puffenberger.  
16 MS. MEADE: So he is starting the  
17 Finance meeting?  
18 MR. PUFFENBERGER: I am.  
19 MS. MEADE: Okay. Thank you.  
17:14:49 20 MR. PUFFENBERGER: All right. I'd like  
21 to call this Finance meeting to order. Diana,  
22 would you please take the roll.  
23 MS. COOKS: Ms. Burke-Jones?  
24 MS. BURKE-JONES: Here.  
17:14:55 25 MS. COOKS: Mr. McDonald?

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1 hopefully finally. The auditors expect that  
2 there will be three to four weeks of field work,  
3 which will be done remotely. And that we should  
4 have a final report on the audit by the end of  
17:16:30 5 August 2021. I am open for any questions, but  
6 that concludes my report for today.  
7 MR. PUFFENBERGER: Do we have the same  
8 personnel that did our prior audits taking part  
9 in this audit; do we know?  
17:16:45 10 MS. COOKS: Yes, we do know. So yes,  
11 I'm sure you will remember the name Bill Ward.  
12 MR. PUFFENBERGER: I do.  
13 MS. COOKS: Who I think the audit before  
14 last was what is called the lead auditor. He has  
17:17:03 15 been elevated to Assistant Chief Auditor. And  
16 another name that you may recall, Allen Allred,  
17 is the Chief now of the division. So we have  
18 Chris Miller who was a first time lead on the  
19 last audit. And he and I have been in  
17:17:24 20 communication with each other to make sure that  
21 we have what we need to make sure this runs  
22 smoothly.  
23 In addition to Bill being the overall  
24 person who signs off on the audit, we will also  
17:17:42 25 have -- her name is Andrea and I'm going to not

1 do her name justice, so I'll leave it alone, I'll  
2 call it Andrea M, she is to whom Chris Miller  
3 reports. So everything has been very smooth so  
4 far. He is, of course, aware of issues that  
17:18:05 5 we've had in the past and we're both committed to  
6 making sure we don't experience those same things  
7 again.

8 MR. PUFFENBERGER: Thank you. Someone  
9 with that familiarity might be a good thing. I  
17:18:18 10 think you just confirmed that, so thank you.

11 MS. COOKS: Any other questions?

12 MR. PUFFENBERGER: I do not. Anyone  
13 else?

14 MS. BURKE-JONES: No, I don't.

17:18:28 15 MR. PUFFENBERGER: All right. Well,  
16 let's move on. We have 45 minutes here. We'll  
17 try to fit it into that time period and I think  
18 we can do that easily. Next item on the agenda  
19 is recommendations for the Local Board of Tax

17:18:42 20 Review. I won't spend much time on that because  
21 we discussed it last time. This is something we  
22 have to do even though we don't use this board  
23 often if at all, but we do need to make those  
24 recommendations.

17:18:57 25 So according to Mr. Matty at our last  
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1 meeting, two needs to come from Council, one  
2 comes from the Mayor. I actually made two  
3 recommendations, but one formal one, and that is  
4 John Scanlon. I would like to see legislation  
17:19:06 5 for our next meeting, which would appoint John  
6 Scanlon for everyone's approval.

7 The other individual that I mentioned  
8 who's previously on the Local Board of Tax Review  
9 from March of 2016, is a local attorney named  
17:19:22 10 Carl Muller. I have contacted John Scanlon.

11 He's agreed to do this again. I have not  
12 contacted Carl Muller only because I wanted to  
13 leave this open for any other councilmembers who  
14 might have someone they wanted to recommend.

17:19:36 15 Not to speak for you, Mayor, but just to  
16 hurry things along, my understanding is that you  
17 would like to recommend Brenda Brownrigg again.

18 MAYOR LICASTRO: Jim, I do need to  
19 confirm that with her. And my apologies, this  
17:19:51 20 kind of dropped off my radar. You've been  
21 diligent about moving it forward. I promise I'll  
22 have the appointment for next month's meeting  
23 where we can formalize everything.

24 MR. PUFFENBERGER: No apologies  
17:20:00 25 necessary. It's been three years. So we'll get  
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1 there, but I just wanted to make sure we didn't  
2 drop the ball on this. And hopefully we'll have  
3 legislation at the next meeting. Formally I'd  
4 like to request legislation for John Scanlon. I  
17:20:15 5 believe we need three separate resolutions, one  
6 for each recommendation.

7 MAYOR LICASTRO: I have mine and you're  
8 going to wait for other recommendations from  
9 Council; is that my understanding?

17:20:27 10 MR. PUFFENBERGER: That is, yes. So if  
11 anyone has a recommendation, let me know. If no  
12 one does, then I will simply contact John Muller  
13 again if that's all right with everyone.

14 MS. BURKE-JONES: That is.

17:20:42 15 MR. PUFFENBERGER: Okay. Fine. All  
16 right. Moving on. We spoke about the fence.  
17 Haven't spoken about that for a little while, so  
18 let's bring that back. And Resolution Number  
19 1218 is accepting the proposal of ballast fence  
17:21:01 20 for the fence at the end of Bratenahl Road. This  
21 is, from my recollection, just a little costlier  
22 than the original estimates for this fence.

23 MAYOR LICASTRO: That's why we put it  
24 back on. I'm sorry, it jumped up a little bit,  
17:21:15 25 that's why we put it back on for approval.  
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1 MR. PUFFENBERGER: Yeah, and that's what  
2 I understand. The original proposal is no longer  
3 valid from what I understand. So are there any  
4 questions, issues, with this proposal?

17:21:30 5 MS. BURKE-JONES: No, the original one  
6 that was awarded was 10,300, but it would be  
7 appropriate Public Improvements did recommend  
8 that Council approve this.

9 MR. PUFFENBERGER: Okay. And from an  
17:21:51 10 aesthetic standpoint, Public Improvements  
11 Committee is fine.

12 MS. BURKE-JONES: That was all done a  
13 year and a half ago, I think.

14 MR. PUFFENBERGER: Okay. Well, I didn't  
17:22:00 15 know because this is a new proposal if everything  
16 is the same.

17 MAYOR LICASTRO: It's the same, Jim.

18 MS. BURKE-JONES: It's the same  
19 contractor.

17:22:08 20 MAYOR LICASTRO: Same provider, yeah,  
21 everything is the same, except the dollar amount,  
22 which is why we brought it to your attention.

23 MR. PUFFENBERGER: Okay. Are there any  
24 issues, any questions regarding this then from  
17:22:18 25 any member of Council? All right. Then I'll  
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1 entertain a motion to recommend Resolution Number  
 2 1218 be approved by Council this evening.  
 3 MS. BURKE-JONES: I so move.  
 4 MR. McDONALD: Second.  
 17:22:30 5 MR. PUFFENBERGER: All in favor?  
 6 MS. BURKE-JONES: Aye.  
 7 MR. McDONALD: Aye.  
 8 MR. PUFFENBERGER: Wonderful. Gina,  
 9 you're going to get your fence.  
 17:22:37 10 MS. HUFFMAN: You mean Keith?  
 11 (Laughter.)  
 12 MR. PUFFENBERGER: And Keith.  
 13 MAYOR LICASTRO: Call it the Benjamin  
 14 Huffman fence.  
 17:22:48 15 MS. HUFFMAN: I was a co-signer.  
 16 MR. PUFFENBERGER: As I mentioned, I  
 17 have a bronze plaque on order.  
 18 MAYOR LICASTRO: For a small fee.  
 19 MS. HUFFMAN: I'll take it.  
 17:22:55 20 MR. PUFFENBERGER: I want to be  
 21 reimbursed for that.  
 22 MS. HUFFMAN: The Benjamin/Huffman  
 23 fence, I like that.  
 24 MR. PUFFENBERGER: Good deal. Next  
 17:23:03 25 order of business, this is Resolution 1219. And  
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1 Gina mentioned the fact that we are about to be  
 2 audited. This is required every two years. We  
 3 have an audit for our 2019 and 2020 books.  
 4 MS. HUFFMAN: You mean Diana?  
 17:23:22 5 MR. PUFFENBERGER: What did I say?  
 6 MAYOR LICASTRO: You said Gina.  
 7 MS. HUFFMAN: I was going to say I  
 8 didn't know what happened.  
 9 MR. PUFFENBERGER: Diana mentioned this  
 17:23:28 10 earlier, sorry. And we're required to do this,  
 11 of course. We're also required to pay for it.  
 12 That's why it's in front of Finance right now to  
 13 the tune of little bit over \$18,000. Given that  
 14 this is required, I don't think there should be  
 17:23:45 15 any issue with it, are there? Does anyone have  
 16 any comments, issues, questions?  
 17 MS. BURKE-JONES: No.  
 18 MR. PUFFENBERGER: Okay. Then I'll  
 19 entertain a motion to recommend Resolution Number  
 17:23:57 20 1219 be passed by Council this evening.  
 21 MR. McDONALD: So move.  
 22 MS. BURKE-JONES: Second.  
 23 MR. PUFFENBERGER: All in favor?  
 24 MS. BURKE-JONES: Aye.  
 17:24:06 25 MR. McDONALD: Aye.  
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1 MR. PUFFENBERGER: Wonderful. Okay.  
 2 The next is not on the agenda, but needs to be  
 3 now. And this is Resolution Number 1220. And  
 4 this resolution authorizes the Mayor to enter  
 17:24:26 5 into a management consultant agreement with  
 6 Clemans Nelson & Associates. And if I may, I  
 7 think I have a couple minutes to pontificate, so  
 8 if you'll allow me to, I will.  
 9 I have, as I've mentioned on multiple  
 17:24:40 10 occasions, a little bit of personal experience  
 11 with these folks in the private sector from years  
 12 past from a couple of biotech start-ups I was  
 13 involved with. They typically deal with only the  
 14 public sector, but I happened to use them in the  
 17:24:54 15 private sector for a couple of things. I found  
 16 them to be a very good, very reputable  
 17 organization. We know even from two years ago  
 18 when I first contacted this group and contacted  
 19 Robin, who will be speaking later at the meeting,  
 17:25:09 20 that they are very well represented or I should  
 21 say Chagrin Valley Dispatch is very well  
 22 represented by them. We have a reference  
 23 recently that was sent out to all of us.  
 24 Let me speak a little bit more about the  
 17:25:28 25 history of this. Council recommended as much as  
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1 four years ago that we get some additional HR  
 2 expertise, that we have some HR expertise at our  
 3 disposal. As much as two years ago, many of  
 4 us -- I shouldn't say many, some of us brought  
 17:25:51 5 into the fold a few recommendations, different  
 6 organizations. I think there were four separate  
 7 ones, I believe there were four separate ones  
 8 that presented to Council.  
 9 Given what I just said about Clemans  
 17:26:07 10 Nelson, I think that they would represent us  
 11 well. I do have an issue with the process or  
 12 lack thereof, given that we've had years to do  
 13 this and that this is the only one presented to  
 17:26:25 14 Council. My feeling is this: That they would  
 15 represent us well. Two, that we absolutely  
 16 positively need HR representation yesterday. And  
 17 that three, we need to consider getting this done  
 18 as quickly as possible. I don't want to go  
 19 through a long protracted process. We could have  
 17:26:44 20 done that four years ago and had this in place  
 21 three years ago, but we didn't. But we do need  
 22 something fairly soon so this is my  
 23 recommendation. And I'd certainly like  
 24 everyone's else's comments as well.  
 17:26:58 25 My recommendation is this: That we move  
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1 forward with the Clemans Nelson contract this  
 2 evening, but with one modification. There's a  
 3 clause in the contract that automatically renews  
 4 at the end of one year. I'd like to consider a  
 17:27:13 5 couple things in this contract. One, perhaps a  
 6 little bit shorter contract to test it. And two,  
 7 that the automatic renewal be removed from that  
 8 contract.  
 9 Those are ideas that I think make this  
 17:27:26 10 more palatable to me given that there wasn't a  
 11 formal process. I know, Gina, you've been  
 12 pushing this process for quite some period of  
 13 time, admirably so. The only other comment that  
 14 I might make is -- and I made this in an e-mail  
 17:27:45 15 that I sent to everyone just last evening, this  
 16 is just a start. This contract is merely a PRN  
 17 sort of situation, where if we need help, we  
 18 reach out to them. If something happens, we  
 19 reach out to them. We need more than that in my  
 17:28:01 20 opinion.  
 21 HR, by its very nature, is proactive and  
 22 preventive. And we need expertise in putting  
 23 together processes, practices, et cetera. This  
 24 is a start, but we need to continue to look at  
 17:28:21 25 employment procedures, employee manuals, job  
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1 descriptions, all those sorts of things that we  
 2 really need to look at, reviews, all of that  
 3 stuff that is not part of this contract. That  
 4 needs to be something we do going forward in my  
 17:28:33 5 opinion. That's the end of my pontificating.  
 6 Anybody else have any questions, issues,  
 7 comments?  
 8 MR. McDONALD: What are you suggesting  
 9 as a result of your pontification.  
 17:28:46 10 MR. PUFFENBERGER: I'm suggesting that  
 11 we approve this contract this evening with a  
 12 removal of the automatic renewal in the contract.  
 13 MR. McDONALD: Will they take a one-year  
 14 contract?  
 17:28:55 15 MR. PUFFENBERGER: Yes.  
 16 MAYOR LICASTRO: Actually, I think I put  
 17 this in an e-mail to all of you, and I mentioned  
 18 to Robin as well. My suggestion is we make it  
 19 through the rest of the end of the year, have it  
 17:29:06 20 be finite and remove the automatic renewal and  
 21 then determine as the year goes on if, indeed,  
 22 they suit our needs. I've been able to work with  
 23 Robin on just a beginning basis, so I agree with  
 24 what Jim is recommending.  
 17:29:20 25 I also think that we need to consider  
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1 some other additional services that are mentioned  
 2 with an hourly rate that is a retainer rate.  
 3 They discount those rates if you have a retainer  
 4 that do the things that Jim mentioned we also  
 17:29:36 5 need to do. We can look at those one by one as  
 6 we go forward, but I have no problem with putting  
 7 an end to it, a finite at the end of the year to  
 8 be reconsidered without automatic renewal.  
 9 MR. PUFFENBERGER: Is there any issue  
 17:29:51 10 with making alterations to the contract this  
 11 evening so that we can pass this this evening?  
 12 MR. MATTY: None whatsoever, Mr.  
 13 Chairman. All you would need to do is amendments  
 14 first. So amendment that the term of the  
 17:30:05 15 contract expire December 31, 2021, and that the  
 16 renewal clause be deleted. That amendment first  
 17 and then passage on the contract.  
 18 MR. PUFFENBERGER: Okay. That's great.  
 19 I did have just one more comment. I think we  
 17:30:20 20 have some time here yet. I did have a  
 21 conversation with Robin yesterday. And I asked  
 22 her to at least look at some of the things that  
 23 we discussed this evening that we need to do  
 24 going forward. I have some very preliminary,  
 17:30:34 25 very preliminary ideas and numbers. I don't  
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1 think at this juncture it's worth discussion.  
 2 We'll have more detail discussion as time goes  
 3 on, but that's already somewhat in progress and  
 4 she is aware of some of the other things that we  
 17:30:47 5 potentially might need. So with those two  
 6 amendments just mentioned -- oh, I'm sorry,  
 7 Joyce, go ahead.  
 8 MS. BURKE-JONES: Thank you very much  
 9 for that recommendation. I think having it only  
 17:31:03 10 through this works because really we were  
 11 starting a process in place and then suddenly we  
 12 no longer have a process, an RFP process in  
 13 place. And I think that we should also recommend  
 14 that we still implement a process that we search  
 17:31:27 15 for an HR firm to commence the contract then the  
 16 following year.  
 17 MAYOR LICASTRO: Before you make a  
 18 commitment, let me just suggest that we have an  
 19 opportunity to track this for the next few months  
 17:31:40 20 and see indeed if it meets our needs. If it  
 21 doesn't, I'm all for a process. If it does, it's  
 22 something to consider for continuity, but I think  
 23 it's kind of premature to commit to a more  
 24 complicated process at this juncture until we  
 17:31:54 25 ascertain if, indeed, this company is serving our  
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1 needs. Keep in mind it will be myself and staff  
2 working with them directly. I think input from  
3 us is critical.

17:32:05 4 MS. BURKE-JONES: I have nothing against  
5 these people. I mean, I've seen recommendations  
6 by people I respect. It's just the process of  
7 not sending out an RFP about this. I feel it's  
8 an inappropriate process that we're taking. And  
9 that the fact that we need it is the only reason  
10 why I support this. And I feel that we still  
11 need to follow-up with an appropriate process.  
12 And this firm may or may not then be the one that  
13 is selected for the following year.

17:32:22 14 MAYOR LICASTRO: So a point of order,  
15 words matter. To say it's not a preferred  
16 process is understood. To say it's inappropriate  
17 is not accurate. We have the ability to hire a  
18 firm for these purposes. We don't have to go out  
19 to bid for services. It's wrong to call it  
17:32:54 20 inappropriate. You can say it's not preferred, I  
21 won't debate that, but inappropriate is not  
22 accurate.

23 MS. HUFFMAN: May I say something?  
24 MR. PUFFENBERGER: Absolutely, Gina.  
17:33:04 25 MS. HUFFMAN: So just to put it all in  
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1 perspective for myself, especially since I spent  
2 a great deal of time on putting together a draft  
3 of an RFP that seemed to be amenable to everybody  
4 involved, it's a year later and it did not take  
17:33:23 5 place. I hope that everyone fully intends to  
6 have an RFP launched before the end of this year.  
7 And I am totally comfortable with Clemans Nelson  
8 coming on board to help us out until in the  
9 meantime, but I think that they also should  
10 participate in a competition for an RFP when that  
11 does unfold. So those are my thoughts about  
12 that.

13 MR. PUFFENBERGER: I would agree.  
14 You've done a wonderful job of putting together  
17:33:54 15 that RFP. I regret that we're not using it for  
16 this particular process, but there are two  
17 aspects to this. One is the PRN aspect where we  
18 just call them when we need help. That's the PRN  
19 part of it. The other is the more proactive end  
17:34:10 20 of it. I think the RFP will cover both of those.

21 And certainly they can participate, Clemans  
22 Nelson, that is, can participate in that as well.  
23 And we'll get a feel how they work with us over  
24 the next nine months or so.

17:34:26 25 MS. HUFFMAN: Yeah, and I don't think  
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1 that anything we've heard here is adverse. I  
2 think the things that have been said about the  
3 firm are phenomenal, but I also think that the  
4 process of making sure that we have other players  
5 in the game to offer services should be taken up.

17:34:45 6 MR. PUFFENBERGER: Yeah, I agree. And  
7 that's why I mentioned that over the last two  
8 years, Council has submitted at least four  
9 organizations or individuals who could  
10 potentially fill the bill. And so there are a  
11 number of them out there. We've had proposals  
12 from some of them that are very, very different  
13 covering different aspects of human resources  
14 expertise, but there are other ones out there as  
15 well. And I think a formal RFP is warranted for  
16 something this important going forward.

17:35:21 17 MAYOR LICASTRO: And, Jim, to your point  
18 with the amendments, Robin will be on the call.  
19 We'll get her verbal agreement so we're all in  
17:35:33 20 concert on that.

21 MR. PUFFENBERGER: All right. Any other  
22 questions, issues, recommendations? No? Okay.  
23 Then I will entertain a motion to recommend  
24 Resolution Number 1220 to Council as amended for  
17:35:54 25 passage this evening.

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1 MR. McDONALD: So move.

2 MS. BURKE-JONES: Second.

3 MR. PUFFENBERGER: All in favor?

4 MS. BURKE-JONES: Aye.

17:36:00 5 MR. McDONALD: Aye.

6 MR. PUFFENBERGER: Okay. We will  
7 discuss, as the Mayor said, those changes when  
8 Robin is on the call in the full session. Okay.  
9 Thank you for that.

17:36:12 10 MAYOR LICASTRO: That's going to be on  
11 the Committee of the Whole.

12 MR. PUFFENBERGER: Committee of the  
13 Whole. All righty. Ordinance Number 4102. This  
14 is to reappropriate funds for the Shade Tree  
17:36:27 15 Commission. And as has been explained, these are  
16 funds that we need to expend, but we will  
17 ultimately be reimbursed for. We need to  
18 appropriate for them even though at a later date  
19 we will receive funds in return.

17:36:42 20 Are there any questions revolving around  
21 this? I had asked for further clarification  
22 earlier today about this. I had forgotten that  
23 Diana had explained this at the last meeting.

17:36:55 24 MAYOR LICASTRO: And I gave an  
25 explanation myself, but it wasn't right from Ms.

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1 Cook's mouth. Diana, do you have any  
 2 clarification on this? Did I misspeak or do you  
 3 want to offer anything of value to help us?  
 4 MS. COOKS: Mayor, I'm not quite sure  
 17:37:09 5 what you said, but I'll quickly reiterate what I  
 6 said last month. So last year the Shade Tree  
 7 Commission participated in a Healthy Urban Canopy  
 8 Grant program. They had \$17,780 and some odd  
 9 cents in expenditures for which we reported to  
 17:37:38 10 Cuyahoga County. They reimbursed us.  
 11 (Zoom audio interference.)  
 12 MAYOR LICASTRO: Hold on, please. If  
 13 you join us, mute yourself.  
 14 MR. PUFFENBERGER: There we go.  
 17:37:51 15 MS. COOKS: So my recommendation to  
 16 Finance and then it was recommended to Council  
 17 that \$10,000 of that \$17,000 be reappropriated  
 18 and/or added to the Shade Tree's appropriation  
 19 line in the general fund for the grant that is  
 17:38:16 20 going to happen this year. So I thought that  
 21 that would be -- I know 10,000 wouldn't have been  
 22 enough, but 20,000 should be enough to have them  
 23 be able to do the things that they need to do to  
 24 satisfy the grant.  
 17:38:32 25 MR. PUFFENBERGER: Okay. Thank you for  
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1 that, Diana. Any questions? Issues?  
 2 MAYOR LICASTRO: Thanks, Diana.  
 3 MS. COOKS: Sure.  
 4 MR. PUFFENBERGER: All right. I'll  
 17:38:46 5 entertain a motion to recommend Ordinance Number  
 6 4102 be recommended to Council for approval this  
 7 evening.  
 8 MR. McDONALD: So move.  
 9 MS. BURKE-JONES: Second.  
 17:38:55 10 MR. PUFFENBERGER: All in favor?  
 11 MS. BURKE-JONES: Aye.  
 12 MR. McDONALD: Aye.  
 13 MR. PUFFENBERGER: Okay. Ordinance  
 14 Number 4103 is next on the agenda. This adds  
 17:39:03 15 permit fees for signage within the Village.  
 16 That's kind of a 30,000-foot view.  
 17 Mr. Matty, can you comment on this?  
 18 MR. MATTY: This is Mr. Packard's  
 19 position, at least as far as he's taken the  
 17:39:23 20 temporary sign section as far as fees and he's  
 21 broadened it for a couple of categories, one of  
 22 which includes the off-premises sign. And he has  
 23 put in a fee structure for that should an  
 24 off-premises sign be constructed on the south  
 17:39:41 25 side of the freeway.  
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1 MR. PUFFENBERGER: Okay. Any questions,  
 2 issues regarding this? That being the case, I'll  
 3 entertain a motion to recommend Ordinance Number  
 4 4103 to Council for passage this evening.  
 17:40:06 5 MR. McDONALD: So move.  
 6 MS. BURKE-JONES: Second.  
 7 MR. PUFFENBERGER: All in favor?  
 8 MR. McDONALD: Aye.  
 9 MS. BURKE-JONES: Aye.  
 17:40:12 10 MR. PUFFENBERGER: Okay. Our last  
 11 ordinance this evening and we're getting this  
 12 done on time, so this is good. Ordinance Number  
 13 4104 is pay claims. Diana and I did not have  
 14 opportunity to have our usual pre-meeting meeting  
 17:40:28 15 this week, but I did get clarification on a few  
 16 items from Village Hall that I'll go over just to  
 17 save time.  
 18 Relative to one of the public safety  
 19 items, Safe Fleet Law Enforcement installation L3  
 17:40:43 20 applications, my understanding from the Mayor  
 21 earlier today is that this is an antenna on the  
 22 outside of the building and the associated  
 23 software to use it for communications within the  
 24 police department.  
 17:40:56 25 MAYOR LICASTRO: So what happens, Jim,  
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1 this means that when they pull in the parking lot  
 2 it automatically uploads from the on dash video  
 3 camera and body camera to the cloud so they don't  
 4 have to put it in in a stand and have it do it.  
 17:41:10 5 It's much more efficient this way.  
 6 MR. PUFFENBERGER: We had some  
 7 conversation about this, I should say, a little  
 8 bit earlier. And let's see, what other issues  
 9 did we have?  
 17:41:26 10 MAYOR LICASTRO: The Edge.  
 11 MR. PUFFENBERGER: Oh, PIPE, explain the  
 12 \$6,000 for Cuyahoga Soil & Water Conservation  
 13 Public Education.  
 14 MAYOR LICASTRO: Did you have a question  
 17:41:39 15 about Edge on public safety or did I answer that  
 16 sufficiently?  
 17 MR. PUFFENBERGER: No, I had no question  
 18 about that, unless someone else had questions  
 19 about Edge. We know we're part of that program  
 17:41:50 20 now and as, in my opinion, we should be. And  
 21 this is simply one of the fees for that.  
 22 MAYOR LICASTRO: So do you need further  
 23 clarification on PIPE, Jim?  
 24 MR. PUFFENBERGER: Go ahead, you can  
 17:42:04 25 explain it better than I.  
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1 MAYOR LICASTRO: This is the Soil &  
 2 Water Conservation District in concert with  
 3 Northeast Regional. Soil & Water, we pay them to  
 4 put out a publication about stormwater issues,  
 17:42:16 5 rainbarrels, retention ponds, whatever is  
 6 pertinent, but then the \$6,000 of that cost is  
 7 reimbursed by Northeast Ohio Regional. So it's a  
 8 zero sum game for the Village, but that's what  
 9 this program does.

17:42:30 10 MR. PUFFENBERGER: Thank you. Any  
 11 questions about that? And that covers the  
 12 questions that I had regarding pay claims, so the  
 13 rest are routine. Does anyone else have any  
 14 questions relative to any of the line items  
 17:42:43 15 within pay claims?  
 16 MS. BURKE-JONES: No.  
 17 MR. PUFFENBERGER: All right. And that  
 18 would include all of Council, please. No? All  
 19 right. So I'll entertain a motion to recommend  
 17:42:57 20 Ordinance Number 4104, pay claims, for passage to  
 21 Council this evening.  
 22 MR. McDONALD: So move.  
 23 MS. BURKE-JONES: Second.  
 24 MR. PUFFENBERGER: All in favor?  
 17:43:10 25 MR. McDONALD: Aye.  
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1 MS. BURKE-JONES: Aye.  
 2 MR. PUFFENBERGER: So that completes the  
 3 primary agenda. Tom recommended that we add an  
 4 additional item at one point earlier this week.  
 17:43:22 5 And we know that from a couple of e-mails from  
 6 the Mayor that there is some potential that we  
 7 will receive COVID relief funds in an amount over  
 8 \$200,000.  
 9 And Tom recommended that we have at  
 17:43:38 10 least a preliminary conversation about even  
 11 though these aren't assured, either in the amount  
 12 or time, that we have a preliminary conversation  
 13 about where these funds would most appropriately  
 14 be used.  
 17:43:54 15 MAYOR LICASTRO: May I, Jim, give some  
 16 insight?  
 17 MR. PUFFENBERGER: You may, please.  
 18 MAYOR LICASTRO: So unlike the CARES  
 19 Act, these monies for the American Relief Act  
 17:44:03 20 have little or no restriction. The CARES Act, as  
 21 you know, was very a narrow window. We were only  
 22 able to spend about half of the monies we were  
 23 allocated because it didn't meet the criteria.  
 24 This can be used for revenue shortfall, for just  
 17:44:18 25 about anything.  
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1 The only caution they give is twofold.  
 2 Number one, again, as I stated, few restriction,  
 3 but number two, there is an infrastructure bill  
 4 about to be passed by Congress which we think  
 17:44:32 5 will give significant dollars to communities for  
 6 infrastructure repair. To that end, I did give a  
 7 couple projects through the Mayors Association to  
 8 the Federal Government for consideration.  
 9 Specifically for sewer repair on Bratenahl Road.  
 10 So the other point is this money comes  
 11 in two pieces. Half in '20 -- '21, excuse me,  
 12 half in '21, half in '22, so we won't have it all  
 13 at once. But whatever we spend it on, I don't  
 14 suggest we do it on infrastructure until we see  
 17:45:08 15 what monies are coming from the Federal  
 16 Government for infrastructure specifically. By  
 17 the way, Cleveland got \$541 million.  
 18 MR. PUFFENBERGER: Oh, my gosh.  
 19 MAYOR LICASTRO: Yeah, 541 million.  
 17:45:23 20 MS. BURKE-JONES: Amazing.  
 21 MR. PUFFENBERGER: All right. Anybody  
 22 else have any comments, recommendations,  
 23 suggestions? We want to put it out there so we  
 24 begin thinking about where these monies should be  
 17:45:34 25 used, where we can use them, now that we have a  
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1 better understanding of how they can be used and  
 2 when we might receive them. So that being the  
 3 case, I hope everyone is sufficiently impressed  
 4 that we've completed our agenda early, which is  
 17:45:53 5 very seldom the case for Finance.  
 6 MAYOR LICASTRO: Actually, you're at  
 7 5:45, so you're right on time.  
 8 MS. BURKE-JONES: Mr. Chairman, I did  
 9 want to mention we didn't have a chance to review  
 17:46:06 10 the requests by Public Improvements Committee.  
 11 MR. PUFFENBERGER: Oh, I'm sorry, we did  
 12 skip over that, so please, Joyce.  
 13 MS. BURKE-JONES: Just the request the  
 14 committee did recommend to Finance that we do  
 17:46:22 15 forward on the Village Hall project. The  
 16 documents should be almost completed or just a  
 17 few changes from when they were prepared before  
 18 and the need is great to have them, that project  
 19 done and not wait until later this year, because,  
 17:46:47 20 frankly, it will end up happening later this year  
 21 anyway if we bid it right now.  
 22 Also, it's recommended that we move  
 23 forward with the roof work on the Bratenahl  
 24 Center just to keep it safe, that the Bratenahl  
 17:47:09 25 Center roof needs work on it immediately. And  
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1 that the committee had requested that our Village  
2 architect give a quote. I don't know if you  
3 received it, Mayor, on what the cost of preparing  
4 the bid document for that.

17:47:28 5 MAYOR LICASTRO: I have not, but I know  
6 they're working to that end given the  
7 recommendation by Public Improvements. We should  
8 in the next few days get an estimate as to what  
9 that cost will be. Joyce is right, that roof  
10 needs repair and needs repair as a priority.

17:47:39 11 MS. BURKE-JONES: So those are projects  
12 that will pretty much use up much of our capital  
13 improvement dollars that we've allocated in our  
14 budget. And also Don Bierut had mentioned about  
17:48:02 15 some sewer projects that we hadn't heard of yet.  
16 And we were very happy to hear the recommendation  
17 from the Mayor that he had some dollars, he knew  
18 of some dollars that we might be able to use  
19 towards those before we'd have to deal with that  
17:48:16 20 ourselves.

21 MAYOR LICASTRO: So, Joyce, let me  
22 interject. Joyce added the resurfacing of Eddy  
23 Road and the sewers on Bratenahl Road. The  
24 sewers on Bratenahl Road I mentioned are one of  
17:48:26 25 the projects we've given for consideration from  
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1 the Federal Government. We'll be doing Eddy  
2 Road. That's a county road, so whatever we do  
3 there, we need to have the county as a partner  
4 since it's really their road. So we're going to  
17:48:40 5 pursue that and hopefully minimize the amount of  
6 dollars spent from the Village.

7 MS. BURKE-JONES: Yes. Definitely those  
8 projects, obviously sewers you always want to do  
9 as soon as practical, but there is no imminent  
17:48:55 10 issue that has to be done with the Eddy Road  
11 immediately.

12 MR. PUFFENBERGER: Okay. Thank you,  
13 Joyce. And my apologies again for skipping over  
14 that in my haste to get through a rather heavy  
17:49:08 15 agenda.

16 MS. BURKE-JONES: No problem.

17 MR. PUFFENBERGER: I am going to take  
18 just a couple of moments here to do something  
19 that's maybe a little bit personal for me. I  
17:49:16 20 would like people -- I've been asked by the

21 ladies of Bratenahl Blooms to make a bit of an  
22 announcement, so I'll take the opportunity now.

23 As everyone knows, Bratenahl Blooms has  
24 a plant sale every year. And last year it was  
17:49:32 25 cancelled for obvious reasons. This year they

1 intend to have one. And I want everybody to know  
2 about this and I would like everyone to promote  
3 unofficially anyway. We know that Bratenahl  
4 Blooms supplies plants for the planter boxes  
17:49:46 5 throughout the Village. They also supply plants  
6 for the New Avenues for Independence Home at the  
7 west end of the Village. They do a lot of good  
8 work and make donations in other areas as a  
9 result of this plant sale.

17:50:04 10 This year there will only be an advanced  
11 sale. This is something -- my wife is managing  
12 the sale again this year, so I can say this. Deb  
13 is in charge of this thing again this year, so  
14 that's why it's a little bit personal to me.  
17:50:19 15 There will only be advanced sales. There won't  
16 be sales at the event as they normally do in  
17 years past. And given the benefit they have in  
18 the Village, I think it's worth promoting.

19 There will be pickup, noncontact pickup  
17:50:32 20 in the event tent at the Shoreby on May 11th from  
21 4 to 7. So get your orders in early and you will  
22 have your pre-purchases brought to your car. I'm  
23 sure she'll rope me into doing it, so I may be  
24 the person bringing it out to your car. For a  
17:50:54 25 small charge, we'll even bring it to your house

1 if you live in Bratenahl. So apologize for that,  
2 being a little bit personal, but please, I think  
3 they do a lot of good work for the Village of  
4 Bratenahl and it's worthwhile supporting it and  
17:51:09 5 promoting it.

6 MAYOR LICASTRO: You asked a question,  
7 we talked about Scott Packard and Joe Zalar, our  
8 Street Commissioner, about signs recognizing  
9 their donation. We can put them in the planter  
17:51:19 10 boxes, but they have to be at grade. So we will  
11 get signs recognizing their donation that will be  
12 configured in that manner.

13 MS. BURKE-JONES: Great.

14 MR. PUFFENBERGER: Thank you very much  
17:51:28 15 for that. And are there any questions from  
16 members of the committee at this point? Any  
17 comments? Are there any questions?

18 MAYOR LICASTRO: Let me be clear, Jim.  
19 So you're going to Uber these plants to my house,  
17:51:44 20 is that what I understand?

21 MR. PUFFENBERGER: For a small fee. I  
22 haven't determined yet what that fee might be.  
23 (Laughter.)

24 MAYOR LICASTRO: Yeah, I'm aware of  
17:51:54 25 that. Okay.



1 MR. PUFFENBERGER: I prefer you pick it  
 2 up at the Shoreby.  
 3 MAYOR LICASTRO: I will.  
 4 MR. PUFFENBERGER: Any other questions,  
 5 comments, issues, from the remainder of Council  
 6 before we conclude the Finance Committee meeting?  
 7 No?  
 8 Any comments from the audience before we  
 9 conclude?  
 10 MS. MEADE: I have questions, Jim.  
 11 MR. PUFFENBERGER: All right, Pat.  
 12 Please be fairly quick because I did actually run  
 13 over.  
 14 MS. MEADE: I have my list. First off,  
 15 regarding the temporary sign ordinance, I don't  
 16 know if it's defined anywhere what -- how long  
 17 temporary, if there's a time length to temporary.  
 18 It's not specified in this ordinance itself, so I  
 19 don't know if it is elsewhere. I also didn't  
 20 know if there was a size restriction for a  
 21 temporary sign. And if so, that's not mentioned.  
 22 I don't know how often the fees occur where it  
 23 says \$3 per square foot. Is that an annual fee?  
 24 Is it a monthly fee? So that that wasn't clear  
 25 to me.

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1 And I didn't know if there were any ODOT  
 2 fees that would apply. And if so, those aren't  
 3 mentioned, so that's just dealing with that  
 4 ordinance. Does anyone want to answer those  
 5 questions first?  
 6 MAYOR LICASTRO: Mr. Matty.  
 7 MR. MATTY: If Mr. Packard is on the  
 8 call, he was the drafter of the legislation.  
 9 MS. BURKE-JONES: I thought those were  
 10 the permit fees. That's how I read it.  
 11 MR. MATTY: They are additional permit  
 12 fees. The one off-premises sign has a renewal,  
 13 annual renewal fee on it.  
 14 MS. BURKE-JONES: So maybe that should  
 15 be more clearly.  
 16 MAYOR LICASTRO: Scott is going to be on  
 17 the call during the Council meeting. We'll ask  
 18 him those questions then.  
 19 MR. PUFFENBERGER: Yeah, I think that  
 20 might be more appropriate.  
 21 MS. MEADE: It's just that you brought  
 22 it up here, so we can carry it forward. So that  
 23 was the first thing. The look of the fence, I  
 24 just wanted to clarify that drawing that's  
 25 actually on their quote is not the actual look of

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1 the fence, correct?  
 2 MS. BURKE-JONES: Oh, that drawing has  
 3 nothing to do with it.  
 4 MS. MEADE: Okay.  
 5 MS. BURKE-JONES: I don't have it in  
 6 front of me right now.  
 7 MS. MEADE: Then I wanted to thank Jim,  
 8 Joyce and Gina for wanting to have an RFP for the  
 9 HR. I think that's smart and wise, so thank you  
 10 for doing that. And then on pay claims, there's  
 11 a mention of a pre-employment exam. So I'm  
 12 guessing there's a new hire, so who is it and who  
 13 left?  
 14 MAYOR LICASTRO: We have a new hire, a  
 15 new officer Michael Light, who is a part-time  
 16 officer and that's the purpose of that exam.  
 17 MS. MEADE: Okay. And then there was a  
 18 line item for paper towel dispensers, if I read  
 19 the right item going across, for \$176 for paper  
 20 towel dispensers?  
 21 MAYOR LICASTRO: That's right. They are  
 22 no touch. They are activated with your hand and,  
 23 of course, it's safer in the era of COVID.  
 24 MS. MEADE: It just seemed high, so I  
 25 didn't understand why.

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1 MAYOR LICASTRO: There are several of  
 2 them.  
 3 MR. PUFFENBERGER: My understanding is  
 4 they were paid for with funds from the relief  
 5 package; were they not?  
 6 MAYOR LICASTRO: I think that's correct.  
 7 Diana, is that correct?  
 8 MS. COOKS: That's correct.  
 9 MR. PUFFENBERGER: Yes.  
 10 MS. MEADE: And then there was another  
 11 line item that talked about annual plant  
 12 healthcare. What was that?  
 13 MAYOR LICASTRO: Fertilization of the  
 14 pin oaks on Lake Shore Boulevard.  
 15 MS. MEADE: And I think that was  
 16 everything. Thank you.  
 17 MR. PUFFENBERGER: Thanks, Pat. Anyone  
 18 else? That being the case, is there a motion to  
 19 adjourn?  
 20 MS. BURKE-JONES: I so move.  
 21 MR. McDONALD: Second.  
 22 MR. PUFFENBERGER: All in favor?  
 23 MS. BURKE-JONES: Aye.  
 24 MR. McDONALD: Aye.  
 25 MR. PUFFENBERGER: Finance meeting is

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1 adjourned. Thank you, everyone.  
2 MS. BURKE-JONES: Thank you.  
3 (Meeting adjourned at 5:55 p.m.)  
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CERTIFICATE

1  
2  
3  
4 I, Nancy L. Molnar, do hereby certify that  
5 as such Reporter I took down in Stenotypy all of  
6 the proceedings had in the foregoing transcript;  
7 that I have transcribed my said Stenotype notes  
8 into typewritten form as appears in the foregoing  
9 transcript; that said transcript is the complete  
10 form of the proceedings had in said cause and  
11 constitutes a true and correct transcript therein.

12  
13  
14  
15 Nancy L. Molnar

16 Nancy L. Molnar, Notary Public  
17 within and for the State of Ohio

18  
19 My commission expires July 15, 2023.  
20  
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