

BRATENAHL VILLAGE
10300 BRIGHTON ROAD
BRATENAHL, OHIO 44108
(216) 383-0468

FINANCE COMMITTEE MEETING

JULY 21, 2021

5:30 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. PUFFENBERGER: All in favor?
2 MR. McDONALD: Aye.
3 MS. BURKE-JONES: Aye.
4 MR. PUFFENBERGER: Okay. The second one
17:31:50 5 is our regular meeting, which took place on June
6 16th. Are there any amendments or changes?
7 MR. McDONALD: No.
8 MS. BURKE-JONES: No.
9 MR. PUFFENBERGER: I'll entertain a
17:31:58 10 motion to approve.
11 MS. BURKE-JONES: I so move.
12 MR. McDONALD: Second.
13 MR. PUFFENBERGER: All in favor?
14 MS. BURKE-JONES: Aye.
17:32:03 15 MR. McDONALD: Aye.
16 MR. PUFFENBERGER: Okay. We approve
17 those two minutes. I spoke, as I normally do,
18 with Diana pre-meeting. And Diana does have a
19 Fiscal Officer report for us. So the floor is
20 yours, Diana.
17:32:16 21 MS. COOKS: Thank you. First of all, on
22 behalf of the Village employees, we would like to
23 say thank you for Finance hearing our proposal
24 and for general Council approving it. Everyone
17:32:32 25 is very appreciative. Thank you so much.

2

1 MR. PUFFENBERGER: Okay. It is 5:30, so
2 we will call this regular July Finance meeting to
3 order.
4 Ms. Cooks, if you would please take the
17:31:02 5 roll.
6 MS. COOKS: Ms. Burke-Jones?
7 MS. BURKE-JONES: Here.
8 MS. COOKS: Mr. McDonald?
9 MR. McDONALD: Here.
17:31:03 10 MS. COOKS: Mr. Puffenberger?
11 MR. PUFFENBERGER: I am here. Always
12 cracks me up, it's three people. But a couple of
13 things to get out of the way. We have two sets
14 of minutes to approve or amend. The first is for
17:31:20 15 a special meeting on June the 9th. If you
16 recall, we had a meeting on June the 9th to talk
17 about employee compensation and also the
18 potential rollover of our note.
19 Are there any amendments to the special
17:31:36 20 meeting minutes from June 9th?
21 MS. BURKE-JONES: No.
22 MR. PUFFENBERGER: Okay. Do I hear a
23 motion to approve?
24 MR. McDONALD: So move.
17:31:46 25 MS. BURKE-JONES: Second.

4

1 Looking at our financials as of June
2 30th, our revenues are looking pretty good. We
3 have about \$439,000 over our estimated budget
4 coming in from income tax. And it's unclear at
17:33:13 5 this time how much of that are delinquencies and
6 not regular income tax. We also have received
7 about 67 percent of our estimated budget budgeted
8 for property tax. So we're looking pretty good
9 in that area. Appropriations have been closely
17:33:36 10 monitored and the remainder of authorized
11 appropriations for 2021, have been assigned.
12 You'll recall at our December meeting, Council
13 voted to appropriate half of the appropriations
14 until June 30th, and the rest of that has now
17:34:01 15 been appropriated.
16 The Village is in good standing as far
17 as our bond team goes to market next week for the
18 sale of the notes. Tim Reidy indicates that the
19 notes yield is around 0.08 percent as of today,
17:34:19 20 which is less than the yield he reported on June
21 9th. And it's considerably less than last year's
22 0.45 percent.
23 So at this time, I'm going to ask Mr.
24 Puffenberger if you will ask for a motion from
17:34:35 25 Council to authorize transfer of the \$24,000 of

1 fees and interest that was not previously
2 appropriated for the sale of the notes.

3 MR. PUFFENBERGER: Yeah, you stated it
4 as I would, so moved.

17:34:53 5 MS. BURKE-JONES: Second.

6 MS. COOKS: And lastly, the remainder of
7 -- well, this is a reminder that the second of
8 four payments for the payments to Cleveland for
9 emergency services in the amount of \$101,244.51
10 will be made this month. That concludes my
11 report. I'm open for questions.

12 MR. PUFFENBERGER: Thank you, Diana. Do
13 we need to vote on that motion?

17:35:12 14 MS. COOKS: The motion I think is for
15 Council.

16 MR. MATTY: The motion will be voted on
17 at the Council meeting.

18 MR. PUFFENBERGER: Thank you. You
19 reiterated what we talked about the other day in
20 our pre-meeting meeting. We're in much better
21 shape financially than any of us ever anticipated
22 we would be at this juncture. We were kind of
23 gloom and doom about what was going to happen
24 post COVID, at this juncture with COVID. And

17:35:51 25 we're in great shape compared to what we thought
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1 we were going to be, so that's all very good
2 news.

3 Keith.

17:36:07 4 MR. BENJAMIN: Thank you, Mr. Chairman.
5 Diana, I think you mentioned that Cleveland
6 finally sent us an invoice for the second -- you
7 said second of four payments for fire and EMS?

17:36:27 8 MS. COOKS: They sent us two years of
9 invoices. It totaled like about \$500,000. And
10 they were agreeable for us to divide those
11 payments into four equal payments. And we agreed
12 to a payment in May, July, October, and December.

17:36:44 13 MR. BENJAMIN: All right. And the
14 reasoning was is that the City of Cleveland was
15 remiss in billing us for last year's EMS, fire
16 and EMS.

17 MS. COOKS: For the last two years. For
18 2019 and 2020.

19 MR. BENJAMIN: Thank you.

17:36:55 20 MAYOR LICASTRO: Keith, if I can add to
21 that. They've been remiss practically every year
22 for the last 20. We just don't get invoices.
23 And the auditors would shoot us if we pay bills
24 we don't get. So Diana was very diligent. She's
17:37:10 25 got contacts in the Cleveland fiscal office, so

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1 she was able to get invoices. And hopefully
2 going forward we'll have them in a more timely
3 manner.

4 MR. BENJAMIN: Thank you.

17:37:18 5 MR. PUFFENBERGER: Just to clarify, we
6 approved the entire amount at a previous pay
7 claims. So Diana is dividing that pre-approval
8 into four. So we don't need to do approval on
9 each of those four increments.

17:37:30 10 MR. BENJAMIN: Thank you.

11 MS. BURKE-JONES: Can I ask a question?

12 MAYOR LICASTRO: Would you pull the
13 microphone closer, please.

17:37:49 14 MS. BURKE-JONES: We had approved those.
15 I forgot what it's called. The increase in the
16 pay for employees contingent that it did not come
17 out of the capital improvements.

18 MS. COOKS: That's correct.

17:38:01 19 MS. BURKE-JONES: I just wanted to make
20 sure that that was no problem and it appears that
21 it's not.

22 MS. COOKS: No.

23 MS. BURKE-JONES: You weren't there, so
24 we were unable to ask you at the time.

17:38:07 25 MS. COOKS: Yes. The expense has not
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1 been booked yet, but it will not come from the
2 capital expense.

3 MS. BURKE-JONES: Thank you very much.

17:38:24 4 MR. PUFFENBERGER: Any other questions
5 regarding what we discussed? Okay. Let's move
6 on to the legislation. And we have three pieces
7 of legislation to discuss here this evening. The
8 first is Resolution 1232. This is something
9 we've been discussing now for about a year. This
10 was first proposed by the administration in one
11 form back in June of 2020, when there was a
12 request for Council to approve a \$130,000
13 transfer from the Rec fund to the general fund.
14 Just for reference, that was Resolution 1188.

17:38:57 15 There were three other requests that
16 were similar, Council approved all three of
17 those. We did not approve this one for a variety
18 of reasons. I don't believe I need to reiterate
19 all of those, but most of those were simply
17:39:09 20 because we needed to post this publicly. This is
21 a request to transfer \$91,200 from the Parks and
22 Recreation fund to the general fund specifically
23 for the purposes of doing work on this building
24 and ADA upgrades, et cetera.

17:39:32 25 And we have a recommendation from our
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1 Fiscal Officer based on her analysis of funds
 2 through 2022, that leaves us with a
 3 recommendation or her recommendation is that we
 4 do not approve this based on the remaining funds
 17:39:53 5 that would be in the Parks and Recreation fund,
 6 we'd be a little bit short.
 7 Am I correct in my Reader's Digest
 8 version of your recommendation?
 9 MS. COOKS: That is correct. You would
 17:40:08 10 be dangerously tight in the Rec fund. If you
 11 decide to go ahead with it, I would then
 12 recommend that appropriations be reduced in some
 13 way. I also would like to add that 2022 is the
 14 last year of this current Rec levy and it will go
 17:40:29 15 on the ballot in November, so that is also a
 16 consideration.
 17 MR. PUFFENBERGER: That's good
 18 information. There's another factor to consider
 19 as well. We still don't know what we're doing
 17:40:42 20 with this building. And per the Mayor's e-mail
 21 from -- I think it was last week, I think I'm
 22 correct that you're looking at alternative ways
 23 to meet the ADA guidelines.
 24 MAYOR LICASTRO: May I share them?
 17:40:58 25 MR. PUFFENBERGER: Absolutely.
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1 MAYOR LICASTRO: Thank you. So after
 2 Diana shared with me her insight and report and
 3 opinion, I spoke to Mr. Matty about whether or
 4 not we indeed have to have ADA compliance at this
 17:41:15 5 building. And he looked at the minutes and
 6 obviously stated that we do.
 7 So rather than taking a risky path of
 8 transferring money from the Rec funds and other
 9 factors, we determined that we could build a
 17:41:31 10 temporary ramp probably off the main entrance,
 11 that's not yet determined, that would allow
 12 people with disabilities access to the building.
 13 Moreover, we could put a handicap
 14 accessible Port-A-Potty outside the gymnasium
 17:41:53 15 like we do during elections. I don't want to
 16 speak for Dave, but Dave thought that would meet
 17 the letter of the law and would give us the ADA
 18 compliance that is necessary under Federal Law.
 19 I did speak to Jill Akins from Van Auken
 17:42:06 20 Akins. She said that they can provide drawings
 21 for the ramp that approximate about \$4,500.
 22 She's confident that service can build it. Joe
 23 was on vacation last week, but we had a brief
 24 conversation about it. And we feel that that
 17:42:24 25 probably would cost maybe around 10 grand, a lot
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1 less than what we're looking to transfer. And
 2 that would get us compliant and buy us time to do
 3 what Mr. Puffenberger referred to, to decide what
 4 we're doing long-term with the building.
 5 Dave, am I accurate in your opinion?
 6 MR. MATTY: Yes. Especially in light of
 7 the fact that Council has not made a decision on
 8 what to do with this building. I can't imagine a
 9 jurist taking a step against the Village if we
 17:42:58 10 can do this ASAP and at least get the entrance
 11 and the facilities available to somebody who has
 12 a disability.
 13 MAYOR LICASTRO: That's it, Jim.
 14 MR. PUFFENBERGER: Thank you. If I may,
 17:43:13 15 I'd like to offer my opinion. Given that we
 16 don't as yet know what we're going to do with
 17 this building, given that there is a possibility
 18 that we can meet ADA guidelines at a much lower
 19 cost, it would be my recommendation that we do
 17:43:31 20 this on first reading so we don't completely
 21 discount it until everything is firmed up. We
 22 can reconsider it a month if anything has
 23 changed. And that we reconsider in the next
 24 month as a second reading and potentially table
 17:43:49 25 it then or we'll move on to a third reading, but
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1 I don't think we should completely discount this
 2 as a possibility until we have all the hard facts
 3 and we have all the hard numbers.
 4 So again, my recommendation would be
 17:44:02 5 that we do this on first reading. Anybody want
 6 to comment on that?
 7 MS. BURKE-JONES: Can I ask a question
 8 just about the particulars again?
 9 MAYOR LICASTRO: Could you speak into
 17:44:13 10 the mic, please.
 11 MS. BURKE-JONES: Can I ask a question
 12 about the particulars again? The ramp I
 13 understand. And that's going to be for every
 14 inch of height we'll need one foot in length for
 17:44:25 15 the ramp up front. So that's a very long ramp.
 16 We talked about that before.
 17 MAYOR LICASTRO: It's going to be like a
 18 switchback.
 19 MS. BURKE-JONES: Right. It will take
 17:44:32 20 up a nice amount of space.
 21 MAYOR LICASTRO: Otherwise, it would be
 22 in someone's front yard. (Laughter.)
 23 MS. BURKE-JONES: Exactly. Now, explain
 24 to me the toilet. Are they providing a handicap
 17:44:47 25 toilet facility?
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1 MAYOR LICASTRO: A Port-A-Potty.
 2 MS. BURKE-JONES: I didn't even know
 3 there was such a thing as a handicap
 4 Port-A-Potty.
 17:44:53 5 MAYOR LICASTRO: Yeah, we have it every
 6 election.
 7 MS. BURKE-JONES: I didn't know they
 8 were handicap.
 9 MAYOR LICASTRO: You probably came in
 10 the front way.
 11 MS. BURKE-JONES: It's wonderful.
 12 MAYOR LICASTRO: It's fully ADA
 13 compliant. Sue was kind enough to run up a
 14 number for me. So if we rented one for a year,
 17:45:09 15 it would cost \$2,200 just for perspective. What
 16 I would like to suggest, if I may.
 17 MS. BURKE-JONES: Please.
 18 MAYOR LICASTRO: When you have time,
 19 call a special meeting of Public Improvements and
 17:45:20 20 Jill will present her drawings for us to review
 21 before we actually start to build it. So if you
 22 would be so kind, if Council thinks that's a good
 23 idea, let's pursue that through your committee.
 24 MS. BURKE-JONES: I learned something
 17:45:34 25 today, handicap Port-A-Potties.
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1 MAYOR LICASTRO: You've actually never
 2 seen it? It's quite large.
 3 MS. BURKE-JONES: I've never seen them.
 4 MR. BENJAMIN: They're pretty large.
 17:45:43 5 MAYOR LICASTRO: They have access for
 6 the wheelchair.
 7 MS. BURKE-JONES: Exactly. That's all
 8 I'm asking. Thank you very much.
 9 MR. MATTY: Ms. Burke-Jones, if you want
 17:45:48 10 an example, the idea of the ramp hit me because
 11 my parish is the Cathedral of St. John and
 12 they're doing tuckpointing on the cathedral. If
 13 you go on the St. Clair side of the Cathedral,
 14 you will see a temporary metal ramp that actually
 17:46:09 15 services the entire church for entrance.
 16 And it's like you said, it's long
 17 because of the length required, but it serves its
 18 purpose. And then there is even another
 19 temporary ramp. When you enter the building, you
 17:46:25 20 go up a couple of steps, there's another one
 21 there, but it all flows. And I think that if
 22 that can be done here, that will at least
 23 temporarily bring this building up to meeting
 24 Federal Law.
 17:46:37 25 MS. BURKE-JONES: I know we discussed
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1 the inability to do it from the back end.
 2 MAYOR LICASTRO: Yeah. This is still
 3 conceptual, but I'd just like the record to note
 4 that Mr. Matty had this revelation on his way
 5 into church. I think that's significant.
 17:46:51 6 MS. BURKE-JONES: So from the Lord.
 7 Thank you.
 8 MR. TAYLOR: From up high.
 9 MS. BURKE-JONES: Thank you. You've
 17:46:58 10 answered my question.
 11 MR. BENJAMIN: Mr. Chairman, I would
 12 concur that we put this resolution on first
 13 reading tonight. And let's schedule a Public
 14 Improvements Committee so we can talk about the
 17:47:13 15 details like how often do these facilities get
 16 cleaned, Port-A-Potties, and things like that.
 17 MS. BURKE-JONES: Okay. So that would
 18 be -- check your calendars, the two of you, the
 19 first Thursday of next month will be the Public
 17:47:35 20 Improvements.
 21 MAYOR LICASTRO: I'll check with Jill.
 22 The pending question we didn't answer or really
 23 ask is where do we put it. I thought the main
 24 entrance because we never ever, ever use the main
 17:47:45 25 entrance, but thank you.
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1 MS. BURKE-JONES: I'm sure someone with
 2 Jill's staff will be able to attend that.
 3 MAYOR LICASTRO: I think Jill is coming
 4 as long as the date works.
 17:47:54 5 MS. BURKE-JONES: Right. I think that
 6 is the day that we will be having it. So if you
 7 can give her a call, that would be great or I can
 8 call her.
 9 MS. COOKS: August 5th.
 17:48:07 10 MR. PUFFENBERGER: Are there any
 11 questions, issues, concerning this resolution?
 12 Okay. Let's formally recommend this to Council
 13 for first reading. I'll entertain a motion to do
 14 so.
 17:48:18 15 MR. McDONALD: So move.
 16 MS. BURKE-JONES: Second.
 17 MR. PUFFENBERGER: All in favor?
 18 MS. BURKE-JONES: Aye.
 19 MR. McDONALD: Aye.
 17:48:22 20 MR. PUFFENBERGER: The Finance Committee
 21 recommends Resolution Number 1232 be on first
 22 reading this evening for full Council.
 23 Next ordinance is Ordinance Number 4109.
 24 We had a special meeting concerning this, as
 17:48:35 25 you'll all recall, on June the 6th. I believe I
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1 have that correct. This is to retire our note.
 2 This is to occur on August 12th. And you will
 3 all notice when we get to pay claims, which is
 4 our next ordinance, that there is a line item for
 5 2.4 million plus 24,000. That 24,000 is an
 6 interest payment, which is due prior to August
 7 12th.
 8 This ordinance simply recommends that we
 9 rollover the notes, or the note. And we are not
 10 going to be issuing bonds as we recommended at
 11 our June 6th meeting. Are there any questions,
 12 issues concerning Ordinance Number 4109?
 13 MS. BURKE-JONES: No.
 14 MR. PUFFENBERGER: If not, I'll
 15 entertain a motion to recommend that Ordinance
 16 Number 4109 be recommended to Council for
 17 passage.
 18 MS. BURKE-JONES: I so move.
 19 MR. McDONALD: Second.
 20 MR. PUFFENBERGER: All in favor?
 21 MS. BURKE-JONES: Aye.
 22 MR. McDONALD: Aye.
 23 MR. PUFFENBERGER: Okay. That one is
 24 easy. Next is pay claims per usual. I'll go
 25 through just a couple of the items that I had

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1 questions about or that I anticipated someone
 2 would have questions about. Diana and I usually
 3 do that pre-meeting. There is an item on here
 4 for repair and maintenance of police vehicles.
 5 This was not related to the accident on I-90.
 6 That will come as a separate charge and it's yet
 7 to be determined what that final charge will be
 8 from what I understand, but that is for normal
 9 maintenance through the year.
 10 There is a notation for Courtview for
 11 \$5,500 and change. It is just as indicated there
 12 an annual charge, a once-a-year charge. I
 13 mentioned earlier in previous legislation that
 14 the debt service for Huntington Bank was going to
 15 be listed on pay claims. It's in the amount of
 16 \$2,424,000. This is to rollover the note, plus
 17 the 24,000 in interest. And before anybody has
 18 pains on the left side of their chest when they
 19 see the total of pay claims, that's what the
 20 majority of it is.
 21 We all know the sinkhole repair at Lake
 22 Shore Boulevard and Bratenahl Road. There was
 23 some question, it was actually my question,
 24 whether any of this is claimable through
 25 insurance and reimbursable. Do we know that?

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1 MS. COOKS: We don't know that.
 2 MAYOR LICASTRO: I don't know it, but I
 3 don't think so. When you look at what they
 4 insure, they don't insure sewers. I wish they
 5 did.
 6 MR. PUFFENBERGER: Yeah. Is it worth
 7 pursuing?
 8 MAYOR LICASTRO: You know, Jim, I think
 9 that would be unprecedented. Right now we only
 10 had one company insure us, so who knows what's
 11 going to happen next year.
 12 MR. McDONALD: Let's not start a war.
 13 MR. PUFFENBERGER: Yeah, that's another
 14 issue we can discuss at some meeting.
 15 MAYOR LICASTRO: If I can segue off of
 16 that, if Joyce is able to have that meeting in
 17 August, Joe and Don Bierut have been looking at
 18 our annual pavement repair. So we're going to
 19 have areas of the Village to consider as well.
 20 Hopefully we'll have it ready for Public
 21 Improvements to consider at the August, at your
 22 August meeting. There's an area on Bratenahl
 23 Road that is a swale. That is a sanitary sewer
 24 issue. We're trying to figure out how to address
 25 that.

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1 There's some storm sewer work, but
 2 Northeast Regional picks up the storm sewer cost
 3 for us. That's sanitary. And I'll have a
 4 clearer idea of how we're going to proceed with
 5 that in a couple of weeks. Thank you.
 6 MR. PUFFENBERGER: Thank you. All
 7 right. The last item that there was a question
 8 about, this was actually brought to me by a
 9 resident, and that is the private fireworks
 10 notification of \$526.61. That is what we pay up
 11 front. However, that is refunded by the
 12 individual who is having the fireworks display.
 13 I believe that's taking place this Saturday.
 14 MS. COOKS: It is.
 15 MAYOR LICASTRO: It's the 24th at dusk.
 16 Everyone got a notice. So we're not being
 17 invaded. We're not being attacked, which has
 18 happened in the past. I'll put an e-mail blast
 19 out to remind everyone.
 20 MR. PUFFENBERGER: And that's what that
 21 charge is for, the notice to the entire Village,
 22 but we get reimbursed for that. And those are
 23 all the questions that I had or that were brought
 24 to me in advance of the meeting. Are there any
 25 questions or concerns relative to pay claims?

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1 MS. BURKE-JONES: No.
 2 MR. PUFFENBERGER: Okay. Pay claims
 3 this month are in the amount \$2,561,917.78,
 4 majority of which, as I stated, are the rollover
 5 note or the retirement of the note I should say.
 6 All right. I'll entertain a motion to
 7 recommend Ordinance Number 4118 pay claims be
 8 passed by Council this evening.
 9 MR. McDONALD: So move.
 10 MS. BURKE-JONES: Second.
 11 MR. PUFFENBERGER: All in favor?
 12 MS. BURKE-JONES: Aye.
 13 MR. McDONALD: Aye.
 14 MR. PUFFENBERGER: Okay. That is all of
 15 our legislation. I did want to touch on a couple
 16 of additional subjects as you see on the agenda.
 17 One being the utilization of Village marketing
 18 funds. We're not too far away from budget
 19 season. It's July. It's not too far away when
 20 we start thinking about that. I think we need to
 21 start thinking about what we intentionally will
 22 expend. And I think it's worth understanding
 23 what has been done thus far.
 24 Mayor, you sent us a notation in
 25 November that various assignments were given to
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1 employees for various marketing processes and
 2 such. And I think it's worth knowing where we
 3 are with those.
 4 MAYOR LICASTRO: So we just started the
 5 much delayed upgrade of our website. In the new
 6 version, once complete, we will have several
 7 pages dedicated to marketing. So I'm not sure
 8 that there will be much cost involved with that.
 9 It's all part of CivicPlus. And it's still in
 10 its infancy, but that's our intention to have
 11 that be a regular page on the website for people
 12 to review and for us to post.
 13 MR. PUFFENBERGER: Okay. What about a
 14 social media? I know that Keith has already set
 15 those things up. Have we moved forward with
 16 anything there?
 17 MAYOR LICASTRO: I think Dave said we
 18 needed to take some necessary steps before we
 19 could do that.
 20 Dave, do you want to elaborate on that?
 21 MR. BENJAMIN: I have those.
 22 MR. MATTY: I think I sent those.
 23 MR. BENJAMIN: Social media, we have all
 24 of that. I've created the Bratenahl Facebook
 25 page. We've also got a Nextdoor Bratenahl and a
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1 Mailchimp as well. It's just a matter of
 2 conversion and, of course, time someone, a staff
 3 person, is going to have to post on a regular
 4 basis or someone is going to have to agree to
 5 post or more than one person, a team of people,
 6 to post on a regular basis and abide by the
 7 social media guidelines that Mr. Matty has set
 8 forth. So it would be great if we can launch
 9 that and get that up and running in the next --
 10 we could do that as soon as we have a team of
 11 people who are willing to post.
 12 MAYOR LICASTRO: Well, if I could be so
 13 bold, we have a very talented young man, Josh
 14 Friedman, our legal intern, who is mired in many
 15 public record requests. He's incredibly IT
 16 knowledgeable and savvy. Josh, let's talk about
 17 that and see if, indeed, you have the time for
 18 it. I know you have the knowledge, but it would
 19 be helpful if could you help us accomplish this
 20 goal.
 21 MR. FRIEDMAN: Sounds good.
 22 MR. BENJAMIN: Thank you. The idea is
 23 once these things are created, they need
 24 consistent updating or people aren't going to go
 25 to them or use them.
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1 MAYOR LICASTRO: Those are three
 2 different platforms, Keith?
 3 MR. BENJAMIN: Three different
 4 platforms. The Mailchimp would be the conversion
 5 of, for example, your e-mail blasts to a
 6 newsletter format that's skinned and has the
 7 branding, the Bratenahl branding on it.
 8 MAYOR LICASTRO: And the website does
 9 that automatically?
 10 MR. BENJAMIN: Yes.
 11 MAYOR LICASTRO: Obviously I won't be
 12 leading this team.
 13 MR. BENJAMIN: So as long as we're
 14 talking about this, and I know we're short on
 15 time, but something that we would look at in
 16 terms of budgeting, especially if our revenue
 17 projections are healthier than we originally
 18 thought that they would be, is sort of the next
 19 step in the marketing plan, which would be the
 20 design and construction of new gateway signs for
 21 the Village. That is something that most cities
 22 normally do immediately after their marketing
 23 plan is done.
 24 We had conceptual drawings that were
 25 included as part of the Studio Graphique design
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1 plan that they gave us, but at this point we need
 2 to engage somebody to come in and design that,
 3 work with Council and administration and the
 4 residents to come up with something that we can
 17:58:03 5 place at our Village entrances.
 6 And then also, we discussed this a
 7 little bit at the Public Improvements meeting,
 8 but also -- and this is not a high-cost item, but
 9 really marking our sharrows for our bike lanes
 17:58:24 10 and sharing the road and getting those stencils
 11 down. That is also part of our marketing plan,
 12 making our community a safe and welcoming place
 13 for bicyclists and walkers to utilize. And if
 14 you drive down Lake Avenue in Lakewood, you'll
 17:58:42 15 see what I'm talking about. The sharrows, the
 16 bike boxes at stoplights and then the blue signs
 17 that they have documenting that this is a roadway
 18 to be shared.
 19 MR. PUFFENBERGER: My understanding is
 17:58:57 20 that the sharrows were delayed because we didn't
 21 have the crushed up glass, the reflective glass.
 22 Are we able to get that yet?
 23 MR. ZALAR: No, we were just waiting on
 24 the -- I think it was the particular signage you
 17:59:11 25 wanted to use. The striping was the issue with
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1 the glass. That was the yellow line you see out
 2 there.
 3 MR. PUFFENBERGER: The glass will be
 4 used in the sharrows as well.
 17:59:23 5 MR. ZALAR: Correct.
 6 MAYOR LICASTRO: We just got the glass
 7 last week.
 8 MR. ZALAR: It came last week.
 9 MR. BENJAMIN: All we need are the
 17:59:30 10 stencils. I'm working on those.
 11 MAYOR LICASTRO: Don, do we have to ask
 12 the county's permission to do Lake Shore
 13 Boulevard east of Eddy?
 14 MR. BIERUT: We should. And I can. I
 17:59:44 15 can't imagine there being an objection to it. I
 16 will.
 17 MAYOR LICASTRO: Will you reach out to
 18 them for us, please, because that's a county road
 19 from Bratenahl Road east.
 17:59:54 20 MR. BIERUT: Yeah.
 21 MAYOR LICASTRO: So if you could ask,
 22 that would be great.
 23 MS. BURKE-JONES: We also discussed that
 24 Don will let us know how often and where we need
 18:00:03 25 to have those indicated.
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1 MR. BIERUT: Yeah, they're roughly every
 2 350 feet, which is a lot by the time you go the
 3 whole way, but I can confirm that.
 4 MR. BENJAMIN: The county should welcome
 18:00:12 5 this. It is part of their bike plan.
 6 MAYOR LICASTRO: It's a courtesy.
 7 MR. BENJAMIN: Yeah.
 8 MR. ZALAR: Just to give you a little
 9 perspective, if you use a fire hydrant, that's
 18:00:24 10 300 feet. It will give you a good idea.
 11 MR. PUFFENBERGER: Okay. Those are
 12 exactly the reasons I wanted to bring this up
 13 tonight so we at least have a preliminary idea
 14 what kind of costs will be involved so when we
 18:00:35 15 get into the budget cycle, we'll understand these
 16 things whether they're big or small.
 17 There is one other item.
 18 MR. MATTY: Mr. Chairman, before you
 19 leave that item, so that Mr. Benjamin
 18:00:47 20 understands, that first step of adopting the
 21 social media policy, that is not a Council
 22 action, that's can simply be done by a stroke of
 23 the pen by the Mayor.
 24 So if that policy is acceptable to you,
 18:00:58 25 Keith, and it's acceptable to you, Mayor, I mean,
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1 I drafted it, so naturally it's acceptable to me.
 2 We can put that in place immediately.
 3 MR. PUFFENBERGER: That's exactly what I
 4 was leading into. It's not necessary. I think
 18:01:09 5 it needs a little revision. In my view, the
 6 first paragraph or two are really discussing
 7 internal communications as opposed to outbound
 8 communication. I think it needs something in
 9 there concerning outbound communication.
 10 In my view, it reads that there's
 11 certain restrictions on things we can say to each
 12 other as we communicate with each other, but it
 13 doesn't really address what we say to the public.
 14 Does that make sense to everyone, internal versus
 18:01:38 15 external communications? So maybe we need to do
 16 a little something with that. That's exactly
 17 what I was going to. It doesn't necessarily fit
 18 into the Finance agenda, but it's related to the
 19 subject we're talking about.
 18:01:48 20 MAYOR LICASTRO: So Dave if you draft
 21 it --
 22 MR. MATTY: If there's a suggestion for
 23 revisions, I'll need to see them.
 24 MAYOR LICASTRO: Can you forward those
 18:01:57 25 to Mr. Matty?
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1 MR. PUFFENBERGER: I did.
 2 MR. BENJAMIN: I thought it was covered.
 3 MR. MATTY: I thought it was covered.
 4 MR. BENJAMIN: Yeah, I thought it was
 5 covered, too. I'll go back and look.
 6 MR. MATTY: Please.
 7 MR. PUFFENBERGER: I'll look again.
 8 MAYOR LICASTRO: Once approved, I'll
 9 sign it and we'll get working on it.
 10 MR. BENJAMIN: Okay.
 11 MAYOR LICASTRO: Thank you.
 12 MR. BENJAMIN: Thank you.
 13 MR. PUFFENBERGER: All right. Anything
 14 else relative to marketing funds, marketing
 15 budgets?
 16 MS. BURKE-JONES: It wasn't marketing,
 17 it's just Public Improvements also has a few
 18 other items discussed. And if we cover them in
 19 the Committee of the Whole, that will be fine if
 20 we don't discuss it here, but we did ask about
 21 tuckpointing and painting on that schedule. I
 22 know you have an e-mail about that, John, as well
 23 as just discussions of the repairs of the
 24 Bratenahl Center.
 25 MAYOR LICASTRO: Yeah, so if you don't
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1 mind.
 2 MS. BURKE-JONES: That's fine. I just
 3 wanted to make sure.
 4 MAYOR LICASTRO: The facilities is on
 5 the Committee of the Whole if you don't mind.
 6 MS. BURKE-JONES: That's fine.
 7 MR. PUFFENBERGER: That's the single
 8 item on the Committee of the Whole agenda is
 9 facilities plans, so we can move it to there.
 10 And if there are financial repercussions, we'll
 11 take it up with Finance if that works for you.
 12 MS. BURKE-JONES: Okay.
 13 MR. PUFFENBERGER: The last item is a
 14 general discussion or basically awareness
 15 concerning what we might expend relative to HR.
 16 As we talked about it, we were looking at
 17 expanding beyond simple job descriptions to some
 18 other areas of HR. We need to consider what
 19 those will be and what they will cost. My
 20 understanding is our consultant is preparing some
 21 quotations relative to some of these other areas
 22 that we defined in our last meeting. And we need
 23 to make sure that we have those sooner rather
 24 than later so we can take those into
 25 consideration during the budgetary process. So
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1 that's more of an awareness thing than anything.
 2 Anybody else have anything to say about
 3 that? Yes.
 4 MS. HUFFMAN: I would add that I think
 5 that the fact that we're talking about social
 6 media and need to make sure we have some person
 7 who is dedicated to all of the platforms that
 8 exist, because if you don't, then people will not
 9 utilize it and maximize the use of it and get
 10 everything that they are looking for from the
 11 services that are offered in the Village.
 12 So I've said more than once and I'll
 13 continue to say I think an expanded internship
 14 program would be appropriate. There have been
 15 some summaries that I've provided to the Mayor,
 16 which if you would look at them again, that will
 17 cover some of these things. And, of course,
 18 there will be professional development for
 19 students who are working in these particular
 20 areas. This one in particular could be
 21 information technology or others.
 22 I had the same discussion at work about
 23 the same topic. And the conclusion was made that
 24 oh, well, we probably can pull the resources of
 25 people who are already in the office, and you
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1 can, but if you really want to maximize, get the
 2 full impact of what that offers, then I think
 3 that looking at the internship expansion, which
 4 we've seen great success from what we have had in
 5 terms of an intern.
 6 MAYOR LICASTRO: Just out of curiosity,
 7 what law school is he attending?
 8 MS. HUFFMAN: Cleveland Marshall College
 9 of Law.
 10 MAYOR LICASTRO: Thank you. I just
 11 wanted to get that in there.
 12 MR. PUFFENBERGER: And what's the
 13 connection again? (Laughter.)
 14 MR. MATTY: There is none. (Laughter.)
 15 MS. HUFFMAN: In consideration of that,
 16 I think that everybody should think about an
 17 expanded internship program. And I do believe an
 18 HR presence is needed. That will help all of us
 19 on Council and the Mayor and administration
 20 dedicate their time and efforts to other things
 21 that we need to pay attention to.
 22 MR. BENJAMIN: This isn't something that
 23 I think is overburdensome. In my community, I
 24 found that it's best to operate as a team. And
 25 there are four to five people who have access to
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1 our social media accounts who post on a regular
 2 basis. If it's a recreational or Community
 3 Center activity, the Community Center Director
 4 posts. If it's a store opening or economic
 5 development post, then that person posts special
 6 events. And it works out really well, so the
 7 burden is not just on one person. So I have an
 8 expanded team that has access to those posts and
 9 then agreeing to post on a regular basis. It's
 10 all that we need to do.

11 MR. HUFFMAN: And just one more thing.
 12 I understand that we have some limitations with
 13 our space, but we're coming out of a good long
 14 period of time where we've adjusted to remote
 15 working and virtual working and, you know, taking
 16 turns, you know, where you come in, drop
 17 something off or you're corresponding via e-mail.

18 So I'd just like that. Also, for everyone to
 19 also be mindful that it doesn't have to be a
 20 limitation, it could be an opportunity for us to
 21 be able to expand what we do.

22 MR. PUFFENBERGER: Mr. Matty.
 23 MR. MATTY: Mr. Chairman, if I could
 24 chime in just on one comment. And Gina, if you
 25 could coordinated this somehow, it would be
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1 wonderful, even though we don't have any
 2 connection with Cleveland Marshall.
 3 Our intern is here for the rest of the
 4 year. Come the beginning of the year, he'll be
 5 going out into the real world. So from the law
 6 department's input, my suggestion is whatever
 7 intern is going to replace Josh as a legal
 8 intern, that would be a perfect time, should the
 9 Mayor and Council wish to bring in another intern
 10 in a different field, to do it at the same time.

11 It's been my experience at least with
 12 law clerks in my office that there be some
 13 transition between the current intern and the
 14 interns coming in so they at least have some time
 15 to know and to see how Josh is functioning.

16 That's especially important in the world
 17 of public records, because Josh has come a great
 18 distance in that world and it has helped our
 19 Fiscal Officer and Mr. Marong tremendously. We
 20 don't want to lose that, at least as far as the
 21 law department is concerned, because we don't
 22 want to have to incur costs again for work that
 23 Josh is currently doing.

24 If I don't have that transition, in all
 25 candor, Diana cannot absorb the burden of what he
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1 is doing in the collecting and gathering and now
 2 responding to some of those record requests. So
 3 Gina, that's important to keep in mind. However,
 4 Council and the Mayor are going to -- if you are
 5 going to expand this, the first step is to make
 6 sure that that legal intern process is properly
 7 transitioned. Thank you.

8 MR. PUFFENBERGER: Thank you.
 9 MR. BENJAMIN: Mr. Matty, it's basically
 10 already August. So how do we -- what do we do to
 11 begin that transition?

12 MR. MATTY: You are going to have law
 13 school students coming back at the end of August.
 14 So what you want to do is you want to make sure
 15 that the career office at Cleveland Marshall,
 16 which seems to work the best because it's the
 17 closest, but Case would also work if there is a
 18 student available, you'd want to get that posted
 19 right as the students are coming back so that
 20 they see the posting and they actually could
 21 entertain coming in for interviews while they're
 22 starting that semester. You don't want to wait
 23 too long.

24 And to get somebody as an intern in
 25 here, as Gina knows, takes time. And for this
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1 transition to work, we should have somebody in
 2 here by the beginning of December, because Josh
 3 is only here three days. And we need to have
 4 that transition happen in the three days that
 5 he's here with whoever that person is. And
 6 hopefully we get somebody who also has an
 7 interest in the municipal part of the public part
 8 of what we need to be done.

9 And it is also important, I think, in
 10 the listing to show, and Diana would know the
 11 best, what fields Josh is currently assisting
 12 her. We know public records, but there might be
 13 other fields that would require either financial
 14 or social media, however you're going to label
 15 this, so that that law school student knows what
 16 he or she will be doing.

17 MR. BENJAMIN: Okay. And the
 18 administration will be taking care of that
 19 posting?

20 MAYOR LICASTRO: Yeah. So Gina has got
 21 some information, forward it to me. We'll come
 22 up with a job description that makes sense and
 23 move on it immediately. Let me say this, I know
 24 that Ms. Cooks shares my opinion, if we find
 25 someone half as competent or as pleasant as Josh,
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1 we'll be well served. He's done a great job for
 2 us.
 3 MS. COOKS: He's been great.
 4 MR. BENJAMIN: Great. Thank you.
 5 MR. PUFFENBERGER: Gina has done a great
 6 job in defining various areas potentially we
 7 would need interns for, including technical
 8 areas, et cetera. And I think that serves as a
 9 very good guideline as we move forward.
 10 MR. BENJAMIN: There's certainly other
 11 opportunities through Levin College and marketing
 12 communications schools as well.
 13 MS. HUFFMAN: We have a long road ahead
 14 of us. I can speak for all the nights that I
 15 spent thinking about things we have to do to
 16 appeal to our constituency about the Economic and
 17 Community Development Committee and these
 18 buildings and all of that. And having someone
 19 like an intern to coordinate and organize things
 20 will be very, very helpful for us to move forward
 21 in that.
 22 I know that -- and I don't mind, I enjoy
 23 it, I spend some time doing those things. It's
 24 not a paid position, but it's needed. So that
 25 tells me there's a demand for what we need in
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1 order to help us move and progress our effort
 2 forward. So just everyone think about that in
 3 terms of moving forward with an expanded
 4 internship program. I think it will be great for
 5 the Village.
 6 MR. PUFFENBERGER: Gina, could you do
 7 all of us a favor and send again that document
 8 that you sent that defined the various areas? I
 9 think that would be helpful for all of us to see
 10 again.
 11 MR. BENJAMIN: Yeah, I would appreciate
 12 it.
 13 MAYOR LICASTRO: We'll get on it as soon
 14 as we have information.
 15 MR. PUFFENBERGER: Wonderful. Well, you
 16 led directly into that last topic that I wanted
 17 to talk about anyway. So are there any
 18 additional comments, issues? All right. That
 19 concludes my Finance agenda. Are there any
 20 questions then? Pat?
 21 MS. MEADE: Thank you. First, as a
 22 public records request, if I could receive the
 23 social media guidelines that were spoken about
 24 this evening.
 25 Second, I had asked last month what are
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1 the fees to date for the police sexual harassment
 2 lawsuit. I have not received anything. And I
 3 sent a reminder e-mail. Do we have those costs?
 4 MR. MATTY: Mr. Chairman, that will take
 5 a motion by Council to direct me to indicate to
 6 Council and the Mayor the costs of that lawsuit
 7 if you wish to so do that. I am prepared to do
 8 that if you wish to so do that this evening.
 9 MAYOR LICASTRO: Should we do that at
 10 Council?
 11 MR. MATTY: I would do that in the
 12 regular session of Council so all Council can
 13 vote on that motion. That is actually an item
 14 that is an attorney/client matter, but if Council
 15 and the Mayor wish to permit that, I can prepare
 16 it.
 17 MR. PUFFENBERGER: Okay. I'd like to
 18 understand before we do that in full Council
 19 session if this is something that is typical or
 20 if this is something that's normal.
 21 MR. MATTY: It can be explained then,
 22 Mr. Chairman.
 23 MR. PUFFENBERGER: Thank you.
 24 MS. MEADE: What police officer retired?
 25 MAYOR LICASTRO: I beg your pardon?
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1 MS. MEADE: Which police officer retired
 2 and who is the new hire since they talked about a
 3 physical under pay claims?
 4 MAYOR LICASTRO: We hired two. One is
 5 named Michael Light and the other is Noah Fowkes.
 6 One is part-time and one is full-time.
 7 MS. MEADE: What was the -- Michael
 8 White and what was the first name?
 9 MAYOR LICASTRO: Michael Light and Noah
 10 Fowkes.
 11 MS. MEADE: And then who was the officer
 12 that retired?
 13 MAYOR LICASTRO: I'm not aware of any
 14 officer retiring.
 15 MS. MEADE: Well, that they left. Which
 16 officer left?
 17 MAYOR LICASTRO: Taylor Zana.
 18 MS. MEADE: And then this question is
 19 for Jim, who doesn't know I'm going to ask this,
 20 but there's a rumor going around and I thought
 21 you might appreciate setting the record straight.
 22 There's a rumor that said that you had a heart
 23 attack. Would you like to go on the record with
 24 an answer to that one?
 25 MR. PUFFENBERGER: You know, I heard a
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1 rumor that I had a stroke two years ago. I've
 2 heard a rumor recently that I had a heart attack.
 3 I have had neither. I am a very healthy guy.
 4 MS. MEADE: Thank you.
 5 MR. PUFFENBERGER: I don't know where
 6 those come from, but I've heard them.
 7 MS. MEADE: I was wondering if there
 8 were any guesses why somebody would do that to
 9 you.
 10 MAYOR LICASTRO: It's nobody's business
 11 really.
 12 MR. PUFFENBERGER: I was asked twice at
 13 the Shoreby Club two years ago. Actually, I
 14 wasn't asked. My wife was asked if I had a
 15 stroke and couldn't be farther from the truth.
 16 MS. MEADE: Thank you. And the last
 17 question is on the CT invoice --
 18 MR. PUFFENBERGER: Strange.
 19 MS. MEADE: -- it talked about a \$6,700
 20 fee. And it said that notes were attached, but
 21 there was no attachment. So could someone just
 22 briefly explain what the projects were that
 23 equated to the 6,700?
 24 MAYOR LICASTRO: I'm sorry, 5,700, what
 25 was that again?

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1 MS. MEADE: 6,700 under CT Consultants.
 2 And it said at the bottom that there were
 3 attachments, but there was no attachment with it.
 4 MAYOR LICASTRO: That's for Kris Hopkins
 5 who weighs in on pretty much any topic that
 6 pertains to Board of Zoning Appeals or Planning.
 7 MS. MEADE: So could you mention a
 8 couple of the projects?
 9 MAYOR LICASTRO: Any new construction
 10 that's happened, new development, porches, decks.
 11 I can't give you specifics.
 12 MS. BURKE-JONES: Mayor, also, all the
 13 changes that we just made.
 14 MAYOR LICASTRO: A major portion of that
 15 funding are the numerous ordinances that we have
 16 on first reading that update the Zoning Code.
 17 MS. MEADE: Thank you. That was it.
 18 MR. PUFFENBERGER: I'm feeling pretty
 19 healthy.
 20 MS. MEADE: I knew the answer. I just
 21 wanted it on the record.
 22 MR. PUFFENBERGER: Just remarkably odd
 23 that rumors like that make their way around the
 24 Village.
 25 MR. BENJAMIN: It's the Dr. Pepper.

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1 MS. MEADE: People want to hurt people
 2 and it's not right, so.
 3 MR. PUFFENBERGER: It's just remarkably
 4 odd, but I won't comment on it any further. Are
 5 there any other comments or questions?
 6 MR. GALESTOCK: Puffenberger is a common
 7 name, so it might be confusion. (Laughter.)
 8 MR. PUFFENBERGER: Oh, yeah, could be
 9 another Puffenberger. (Laughter.)
 10 MR. GALESTOCK: I have a question about
 11 the amounts transferred from Recreation. What
 12 was that number?
 13 MAYOR LICASTRO: Nothing. We can't do
 14 it unless legislation were to be passed.
 15 MR. GALESTOCK: We're not going to do
 16 it?
 17 MAYOR LICASTRO: We're not doing it
 18 tonight.
 19 MR. PUFFENBERGER: There are actually
 20 two steps. Council has to approve it and then it
 21 has to be sent to the Treasurer of the State and
 22 they have to approve it.
 23 MR. GALESTOCK: Is it your intention to
 24 do that?
 25 MR. PUFFENBERGER: We put it on first
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1 reading so we can consider it in subsequent
 2 votes.
 3 MR. GALESTOCK: Is it 129 I heard?
 4 MR. PUFFENBERGER: It's ninety-two five?
 5 MS. COOKS: Ninety-one two.
 6 MR. PUFFENBERGER: Ninety-one two.
 7 MR. GALESTOCK: And is it your opinion
 8 that the ADA compliance, which sounds like it's
 9 going to be about \$12,000, \$15,000, which will
 10 get us where we need to be, what is your
 11 intention for the rest of the funds transfer?
 12 MR. PUFFENBERGER: Well, we're putting
 13 that, like I said, on a first reading. We don't
 14 know what our intention is going to be for that
 15 fund transfer. We may not do it at all. We
 16 don't know what we're going to do. This is the
 17 discussion we had earlier. We don't necessarily
 18 know what we're going to do with this building
 19 yet, so it's premature to make that transfer in
 20 my opinion. And if we can satisfy the ADA
 21 requirement in other ways and in a less expensive
 22 way, we won't need to make that transfer.
 23 That's why until we get the hard
 24 numbers, until we get the hard facts of what we
 25 can and cannot do, we're not going to consider it

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1 this evening.
2 MR. GALESTOCK: Okay. With the
3 financial numbers I heard tonight and the
4 expenses such as they are, I was wondering why we
5 even bother at this point to do any transfer.

18:19:07

6 MR. PUFFENBERGER: Well, we may not. We
7 could certainly simply table this altogether, but
8 in my view, it was worth at least reconsideration
9 until we get final analysis.

18:19:21

10 MR. GALESTOCK: Thank you.
11 MR. PUFFENBERGER: Any others? Any
12 other questions? All right. That being the
13 case, I'll entertain a motion to adjourn the
14 Finance meeting.

18:19:34

15 MS. BURKE-JONES: I so move.
16 MR. McDONALD: Second.
17 MR. PUFFENBERGER: All in favor?
18 MS. BURKE-JONES: Aye.
19 MR. McDONALD: Aye.

18:19:39

20 MR. PUFFENBERGER: We are adjourned.
21 Thank you, everybody.

22 (Meeting adjourned at 6:19 p.m.)

23 ~ ~ ~ ~ ~
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25

CERTIFICATE

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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.

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

My commission expires July 15, 2023.