

**REGULAR CAUCUS MEETING  
OF THE COUNCIL OF THE CITY OF BROOK PARK, OHIO  
TO BE HELD ON TUESDAY, JANUARY 9, 2024  
7:00 P.M.**

**I. ROLL CALL OF MEMBERS:**

**II. PLEDGE OF ALLEGIANCE:**

**III. APPROVAL OF MINUTES OF PRECEDING MEETINGS**

REGULAR CAUCUS MEETING MINUTES HELD ON DECEMBER 12, 2023.

**IV. DISCUSSION:**

1. Appointments: Council's two appointments to the Housing Council.
2. LIVE STREAM SUBSCRIPTION (BOXCAST) 12 months \$2,388.00- PER COUNCIL PRESIDENT SALVATORE.
3. 2024 CAUCUS-COUNCIL MEETING SCHEDULE -PER COUNCIL PRESIDENT SALVATORE.
4. CITIZEN OF THE YEAR- PER COUNCIL PRESIDENT SALVATORE.
5. COUNCIL RULES- PER COUNCIL PRESIDENT SALVATORE.

Rule 9 - Conduct of Elected and Appointed Officials at Council Meetings  
Electronic devices of all elected and appointed officials shall be turned off or set on airplane mode during City Council meetings; except for the Clerk of Council using a cell phone or other electronic devices(s) for livestreaming purposes. Use of electronic devices for talking, texting, email or otherwise during City Council meetings is, except for emergency communications, prohibited. It is the City Council's intent to prohibit electronic communications between Members of the Council and other persons during City Council meetings. Prohibiting communications of this type enables the Council to operate with maximum transparency and to avoid any appearance or perception of engaging in discussions or deliberations not open to the public during City Council meetings.

**Is hereby amended to read:**

Electronic devices of all elected and appointed officials shall be turned off or set on airplane mode during City Council meetings; except for the Clerk of Council using a cell phone or other electronic devices(s) for livestreaming purposes, **and elected or appointed officials using council-provided or council-approved devices.** Use of electronic devices for talking, texting, email or otherwise during City Council meetings is, except for emergency communications, prohibited. **If an elected or appointed official has an emergency requiring an exemption from this rule, they may notify the President of Council in writing prior to the meeting stating the emergency which would qualify for an exemption.** It is the City Council's intent to prohibit electronic communications between Members of the Council and other persons during City Council meetings. Prohibiting communications of this type enables the Council to operate with maximum transparency and to avoid any appearance or perception of engaging in discussions or deliberations not open to the public during City Council meetings.



**V. FINANCE COMMITTEE- COUNCILMAN SCOTT**

1. AN ORDINANCE AUTHORIZING THE MAYOR TO ADVERTISE FOR REQUESTS FOR QUALIFICATIONS (RFQ) FOR AN ENERGY EFFICIENCY PROJECT, AND DECLARING AN EMERGENCY. Introduced by Mayor Orcutt.

**VI. SERVICE COMMITTEE- COUNCILMAN ROBERTS**

1. AN ORDINANCE AUTHORIZING THE MAYOR AS THE LOCAL PUBLIC AUTHORITY, TO GIVE CONSENT, ON BEHALF OF THE CITY OF BROOK PARK, TO THE OHIO RAIL DEVELOPMENT COMMISSION FOR UPGRADING THE HIGHWAY TRAFFIC SIGNAL SYSTEM AT THE NORFOLK SOUTHERN RAILROAD GRADE CROSSING AT EASTLAND ROAD NEAR SR-237, IN THE CITY OF BROOK PARK, IN CUYAHOGA COUNTY, AND DECLARING AN EMERGENCY. Introduced by Mayor Orcutt.
2. AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A MEMBER COMMUNITY INFRASTRUCTURE GRANT PROGRAM AGREEMENT WITH NORTHEAST OHIO REGIONAL SEWER DISTRICT FOR THE SHELDON ROAD AND 5856 WEST 130TH STREET SEPTIC SYSTEMS ABATEMENT DESIGN PROJECT, AND DECLARING AN EMERGENCY. Introduced by Mayor Orcutt.

**NOTE: EXECUTIVE SESSION- COLLECTIVE BARGAINING MATTERS- MAYOR ORCUTT.**

**VII. ADJOURNMENT**

**POSTED 1/5/2024**

**REGULAR CAUCUS MEETING  
OF THE COUNCIL OF THE CITY OF BROOK PARK, OHIO  
HELD ON TUESDAY, JANUARY 9, 2024**

The meeting was called to order by Council President Salvatore at 7:00 p.m., the clerk called the roll and the following Members of Council answered:

**TROYER, ROBERTS, DUFOUR, POINDEXTER, MENCINI, McCORKLE, SCOTT**

Also in attendance were Mayor Orcutt, Law Director Horvath, Finance Director McCann, Economic Development Commissioner Marnacheck, Engineer Piatak and Service Director Beyer.

**APPROVAL OF MINUTES OF PRECEDING MEETINGS:**

1. REGULAR CAUCUS MEETING MINUTES HELD ON DECEMBER 12, 2023.

**Motion** by Mr. Mencini, supported by Mr. Roberts, to approve.

**ROLL CALL: AYES:** Mencini, Roberts, Poindexter, Scott

**NAYS:** Troyer

**ABSTENTION:** Dufour, McCorkle

**DISCUSSION:**

1. Appointments: Council's two appointments to the Housing Council.

Mr. Salvatore stated these meetings are held during the day, so the two (2) appointments should be available during the day. Recommended Councilmembers Scott and Mencini.

**Motion** by Mr. Troyer, supported by Mr. Mencini discussed.

**ROLL CALL: AYES:** Troyer, Mencini, McCorkle, Scott, Roberts, Dufour, Poindexter

**NAYS:** Unanimous.

2. LIVESTREAM SUBSCRIPTION (BOXCAST) - 12 months - \$2,388.00.

**Motion** by Mr. Troyer, supported by Mr. Dufour, to place on next Council agenda - verbal approval.

Mr. Mencini asked problems being experienced has nothing to do with Boxcast.

Mr. Salvatore concurred.

**ROLL CALL: AYES:** Troyer, Dufour, Roberts, Poindexter, Mencini, McCorkle, Scott

**NAYS:** Unanimous.

**Discussion: cont.**

3. 2024 CAUCUS-COUNCIL MEETING SCHEDULE.

Mr. Scott stated November 5th must be moved to the 6th.

**Motion** by Mr. Mencini, supported by Mr. Roberts, to place on next Council agenda - verbal approval.

**ROLL CALL: AYES:** Mencini, Roberts, Troyer, Dufour, Poindexter, McCorkle, Scott  
**NAYS:** Unanimous.

4. CITIZEN OF THE YEAR.

Mr. Salvatore stated this was started in 1996 with a neighbor providing an air-conditioner to a neighbor who just came home from the hospital and didn't have air-conditioning. Thought behind is doing good deeds in the community.

**Motion** by Mr. Roberts, supported by Mr. Mencini, to nominate Mr. Dufour.

**ROLL CALL: AYES:** Roberts, Mencini, McCorkle, Scott, Troyer, Dufour, Poindexter  
**NAYS:** Unanimous.

5. COUNCIL RULES CHANGE:

Rule 9 - Conduct of Elected and Appointed Officials at Council Meetings:

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**Discussion: cont.**

Council to operate with maximum transparency and to avoid any appearances or perception of engaging in discussions or deliberations not open to the public during City Council meetings.

**Motion** by Mr. Scott, supported by Mr. Troyer, to place on next Council agenda - verbal approval.

**ROLL CALL: AYES:** Scott, Troyer, Roberts, Dufour, Poindexter, Mencini, McCorkle  
**NAYS:** Unanimous.

**FINANCE COMMITTEE - CHAIRMAN, SCOTT:**

1. AN ORDINANCE AUTHORIZING THE MAYOR TO ADVERTISE FOR REQUESTS FOR QUALIFICATIONS (RFQ's) FOR AN ENERGY EFFICIENCY PROJECT AND DECLARING AN EMERGENCY. Introduced by Mayor Orcutt.

Mayor Orcutt stated this would allow the city to advertise for RFQ's for all city buildings to make them more efficient and have more dollars to operate the city. This would be compared to the recent Roads Program where city is asking companies to have the needed equipment and do majority of the work in-house; looking at any and all city buildings to upgrade and provide energy-savings.

Mr. Mencini stated to Mayor Orcutt will Council have a say on which companies? Reason saying that is with this recreation center a great company did the work but everything that was told wasn't, didn't get the most bang for the buck. The company did great work, in some aspects, to keep the building open and operating but thought Council should have say in the work.

Mayor Orcutt responded with the last project there was people for and against and the issue being not enough information. How to select a company is first to build a committee chaired by Public Works Director, Brian Beyer, the city engineer, building commissioner and several other people and would like to have Councilman Scott who has project management experience. Selecting the company would be done by a grading system and having the RFQ in-house with a company that does not sub-contract out. A committee will select and grade and, at that point, the committee will be transparent with any and all projects. Liked the results of the recreation center but there was a lack of communication as to what was going to happen. The intent is to be transparent and any project will have to go through any commission and City Council. With the recreation project the city just completed year five (5) of the recreation center renovations, with sections to be worked on. The RFQ coming forward is to save money and operations to help pay for those repairs. The cost of the project was around \$5.2 million-dollars over 20 years with interest at a total of \$7,063,765.65. The city had no money, at that time, so the entire project was financed. Last year the guaranteed savings was \$1,816.608.00 and to date the actual savings is \$2,071.666.00 divided by five-



**Finance Committee - Chairman, Scott: cont.**

years there is an additional \$400,000.00 savings. Leaving approximately \$40,000.00 cash-flow in the city coffers, on top of having everything renovated; looking to do the same thing with any projects coming forward to Council.

Mr. Mencini commented like the communication statement.

Mayor Orcutt responded there was a big debate with the previous recreation center project and this administration will have full transparency taking a five-year prong approach. For repair of the (natatorium) roof and walls by using American Rescue Plan (ARPA) monies and reflecting more monies from the budget for that repair. The city's economic development commissioner has put in for \$2.5 million-dollars out of the \$130 million-dollars that Columbus has 'earmarked' for Cuyahoga County. This RFQ going out will allow the city to be able to find out what other sources of money can be found for these repairs. By re-lamping the entire city that is another prong and this will be another prong to generate cash-flow for repairs to the roof and walls. Building a new recreation center would be nice but, at this point, not practical since we don't have all monies needed to fix roof and walls.

Mr. Poindexter stated to Mayor Orcutt a few years ago, a study was done by the Leopardo Group with a nice presentation. That proposal included the revamp of buildings and upgrade efficiency with the main money-saver being the street lighting in that proposal, that the city is doing already. Is there anything the city is looking to do to maybe piggy-back off that proposal and is there enough efficiency, outside the street lighting, for repairs to the roof and walls?

Mayor Orcutt responded that's exactly what the city going to look for is more stuff. An example would there are 30 offices each having their own printer and by removing those printers and go to a centralized printer. Installing motion detectors for the light switches; auto-flushes in restrooms and making the heating and air-conditioning units more efficient. We want this RFQ to cover the whole city and build a program with ten (10) different project(s) where the city can save. Maybe do two (2) (projects) one-year and another two (2) the following year and looking everywhere possible.

Mr. Troyer clarified the savings, if any, was having two (2) buildings torn down, with no repairs to the boiler and so forth; those savings were not for the recreation center only. Asked Mayor Orcutt if Ohio Revised Code (ORC) 717.02 will be used to generate monies and not go against the city's credit.

Mayor Orcutt responded this RFQ is to look for a company with the opportunities to be presented and brought back to Council, for review.

Mr. Troyer reiterated using ORC 717.02.

**Finance Committee - Chairman, Scott: cont.**

Mayor Orcutt responded the recreation center was entirely financed and not looking forward to doing that; wouldn't want to finance that big of an expense.

Mr. Troyer continued when going out for the RFQ the paperwork given out I would like to see next week before voting. Another request is for Council to approve the committee.

Mayor Orcutt responded I feel confident with the committee and inclusion of Council as stated. With the first request the material for the RFQ is available.

Mr. Poindexter mentioned this legislation authorizes the Mayor to advertise before entering into an agreement and come before Council.

Mr. Mencini stated last project didn't go as presented to Council, was a big project, want it done right this time. Concurred with Mayor Orcutt and stated as long as this comes before Council because this is important for the community.

**Motion** by Mr. Dufour, supported by Mr. Troyer, to place on the January 16th Council agenda.

**ROLL CALL: AYES:** Dufour, Troyer, Roberts, Poindexter, Mencini, McCorkle, Scott  
**NAYS:** Unanimous.

**SERVICE COMMITTEE - CHAIRMAN, ROBERTS**

1. AN ORDINANCE AUTHORIZING THE MAYOR AS THE LOCAL PUBLIC AUTHORITY, TO GIVE CONSENT, ON BEHALF OF THE CITY OF BROOK PARK TO THE OHIO RAIL DEVELOPMENT COMMISSION FOR UPGRADING THE HIGHWAY TRAFFIC SIGNAL SYSTEM AT THE NORFOLK SOUTHERN RAILROAD GRADE CROSSING AT EASTLAND ROAD NEAR SR-237, IN THE CITY OF BROOK PARK, IN CUYAHOGA COUNTY AND DECLARING AN EMERGENCY. Introduced by Mayor Orcutt.

Mayor Orcutt stated this is the area at Eastland-SR-237 (State Route) and the railroad tracks; this will be a traffic signal project to provide safety to the area.

Mr. Piatak stated this will provide safety at the Eastland and SR-237 Norfolk-Southern rails tracks. This project was discussed a few years ago and has now gained some traction with the Ohio Rail Development Commission (ORDC) and Ohio Department of Transportation (ODOT). This signal project will be funded through the ORDC and ODOT will administer the project with no cost to the city; as of now will go to construction State Fiscal Year 2026.

Mr. Troyer asked Mr. Piatak was there any talk about combining a quiet zone, any consideration given?

**Service Committee - Chairman, Roberts: cont.**

Mr. Piatak responded this pre-signal project would not qualify for a quiet zone, that is a whole different process and funding mechanism.

**Motion** by Mr. Troyer, supported by Mr. Mencini, to place on the January 16th Council agenda.

**ROLL CALL: AYES:** Troyer, Mencini, McCorkle, Scott, Roberts, Dufour, Poindexter  
**NAYS:** Unanimous.

2. AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A MEMBER COMMUNITY INFRASTRUCTURE GRANT PROGRAM AGREEMENT WITH NORTHEAST OHIO REGIONAL SEWER DISTRICT FOR THE SHELDON ROAD AND 5856 WEST 130th STREET SEPTIC SYSTEMS ABATEMENT DESIGN PROJECT AND DECLARING AN EMERGENCY. Introduced by Mayor Orcutt.

Mayor Orcutt stated this was talked about in 2023 with 14 septic systems along Sheldon road and one individual home on West 130th street. The grant will pay 75% of the fee for construction documents created, up to \$84,000.00, the other portion will be paid by the city.

Mr. Piatak stated in May, 2023 a proposal was submitted to the sewer district that the Member Community Infrastructure Program (MCIP) Board of Trustees voted on in August. To approve an agreement with the City of Brook Park for this design project. There are 13 septic systems along Holland Road and one (1) on West 130th Street. After this project is completed there will be one (1) septic system in the city. This is a 75%-25% project with the sewer district and the city and is a reimbursement type program.

Mr. Mencini asked Mr. Piatak with the septic systems on Sheldon Road in Brook Park; are there any in Middleburg Heights?

Mr. Piatak responded not aware of any in Middleburg Heights; this will service Brook Park.

Mr. Mencini asked where is the one (1) that will be left?

Mr. Piatak responded Hummel Road, former Southwest Cab building.

Mr. Troyer stated to Mr. Piatak this project will be completed in 2024?

Mr. Piatak responded the schedule shows 2024.

Mr. Troyer continued is it because the city must apply for the grant it's going to take an extra year, 2026?



**Service Committee - Chairman, Roberts: cont.**

Mr. Piatak responded the timing cutoff is May, and am not confident with having this part of the project by May; to submit to the district. If Council wants could reach out to the district with 95% completion, the district may go along with that.

Mr. Troyer continued when this does happen the city could get a grant for that project; would it still be a 75-25%?

Mr. Piatak responded yes.

Mr. Troyer asked will the residents be on the hook for anything?

Mr. Piatak responded don't have the answers to those questions, at this point, could apply for a future MCIP grant to cover part of the project, in the future. Or apply to the Ohio Environmental Association (EPA) for a loan-front to fulfill the city's 25% share, there may be other avenues for grant dollars.

Mr. Troyer asked with the one (1) remaining after this project, is that building occupied?

Mr. Piatak responded believe so.

**Motion** by Mr. Troyer, supported by Mr. Mencini, to place on the January 16th Council agenda, first reading.

**ROLL CALL: AYES:** Troyer, Mencini, McCorkle, Scott, Roberts, Dufour, Poindexter  
**NAYS:** Unanimous.

Mr. Salvatore assigned Ordinance numbers as follows: Finance Committee item one (1) 11380-2024; Service committee item one (1) - 11381-2024 and Service committee item two - 11382-2024.

Executive Session - Collective Bargaining Matters - Mayor Orcutt.

**Motion** by Mr. Mencini, supported by Mr. Roberts, to go into Executive Session.

**ROLL CALL: AYES:** Mencini, Roberts, Dufour, Poindexter, Troyer, McCorkle, Scott  
**NAYS:** Unanimous.

**Motion** by Mr. Mencini, supported by Mr. Roberts, to go back to regular order of business.

**ROLL CALL: AYES:** Mencini, Roberts, Troyer, Dufour, Poindexter, McCorkle, Scott  
**NAYS:** Unanimous.

There being no further business to come before this meeting a **motion** by Mr. Roberts, supported by Mr. Mencini, to adjourn.

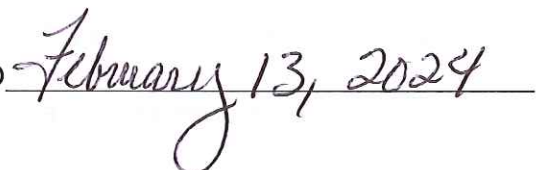
**ROLL CALL: AYES:** Roberts, Mencini, McCorkle, Scott, Troyer, Dufour, Poindexter  
**AYES:** Unanimous.

Council President Salvatore declared this meeting adjourned at 8:35 p.m.

RESPECTFULLY SUBMITTED

  
Carol Johnson  
Clerk of Council

APPROVED



THESE MEETING MINUTES APPROVED BY BROOK PARK CITY COUNCIL ARE A SYNOPSIS, NOT TRANSCRIBED IN THEIR ENTIRETY, ALTHOUGH ACCURATE.