

**ITEMS TO BE CONSIDERED  
AT THE CAUCUS PRIOR TO THE COUNCIL MEETING  
TO BE HELD ON TUESDAY, OCTOBER 7, 2025  
7:00 P.M.**

**I. ROLL CALL OF MEMBERS:**

**II. PLEDGE OF ALLEGIANCE:**

**III. DISCUSSION:**

1. RULE 14: AGENDA

COUNCIL HEREBY REQUIRES THAT ALL ORDINANCES AND RESOLUTIONS TO BE CONSIDERED AT REGULAR MEETINGS BE PRESENTED TO THE CLERK OF COUNCIL NO LATER THAN **4:30 P.M. ON THURSDAY PRIOR TO THE REGULAR MEETING.** -PER COUNCIL PRESIDENT SALVATORE.

**IV. FINANCE COMMITTEE: CHAIRMAN COUNCILMAN SCOTT**

1. AN ORDINANCE TO AMENDING ORDINANCES NO. 1946-1959, 2317-1963, 4903-1975, 4926-1976, 5078-1977, 5079-1977, 5749-1980, 7599-1991, 8355-1996, 8925-2002, 9032-2003, 9081-2004, AND 9212-2005 THE PETTY CASH ORDINANCES FOR THE CITY OF BROOK PARK, STATE OF OHIO, AND DECLARING AN EMERGENCY. Introduced by Mayor Orcutt.

2. AN ORDINANCE TO AMENDING ORDINANCES NO. 5891-1981, 8356-1997, 8435-1998, 8442-1998, 8926-2002, AND 9082-2004, THE OPERATIONAL CASH ORDINANCES FOR THE CITY OF BROOK PARK, STATE OF OHIO, AND DECLARING AN EMERGENCY. Introduced by Mayor Orcutt.

**V. ADJOURNMENT:**

**ITEMS TO BE CONSIDERED  
AT THE CAUCUS PRIOR TO THE COUNCIL MEETING  
HELD ON TUESDAY, OCTOBER 7, 2025**

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, DUFOR, POINDEXTER, MENCINI, McCORKLE, SCOTT**

Also in attendance were Mayor Orcutt, Law Director Horvath, Finance Director McGann, Recreation Director Wetmore and Service Director Beyer.

**DISCUSSION:**

1. RULE 14 - AGENDA

COUNCIL HEREBY REQUIRES THAT ALL ORDINANCES AND RESOLUTIONS TO BE CONSIDERED AT REGULAR MEETINGS BE PRESENTED TO THE CLERK OF COUNCIL NO LATER THAN 4:30 P.M. ON THURSDAY PRIOR TO THE REGULAR MEETING.

Mr. Salvatore stated this is a reminder that the deadline to have items placed on agendas is Thursday by 4:30 p.m. If there is an emergency then possibly a change of time could occur, such as holding the meeting a half-hour earlier.

Mr. Troyer stated if there is a need then start half-hour earlier.

Mr. Salvatore continued there is an obligation to the public of meeting times.

Mr. Poindexter commented some Councilmembers may have a hard time getting to a meeting due to work.

Mr. Salvatore responded if items are given to the clerk by Thursday there would be enough time to let Councilmembers know the meeting time.

Mr. Mencini concurred if items are in by Thursday then it would be known that there is a full agenda, would like to be steadfast if a heavy agenda.

Mr. Troyer commented (Caucus Prior) meetings would always start at 7:00 p.m. for meetings and push the Council meeting to 8:00 p.m. Also, could add the second (2nd) Caucus meeting at the end of the month.

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

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

**FINANCE COMMITTEE - CHAIRMAN, SCOTT:**

1. TO AMEND ORDINANCE NO.'S 1946-1959, 2317-1963, 4903-1975, 4926-1976, 5078-1977, 5079-1977, 5749-1980, 7598-1991, 8355-1996, 8925-2002, 9032-2003, 9081-2004 AND 9212-2005, THE PETTY CASH ORDINANCES FOR THE CITY OF BROOK PARK, STATE OF OHIO AND DECLARING AN EMERGENCY. Introduced by Mayor Orcutt.

Mayor Orcutt stated this legislation has old dates listed and the state auditor has requested this be amended to be in compliance with the state.

Mr. McGann stated amends current petty cash ordinances to one single ordinance. Petty cash is utilized through department(s) to pay for emergencies or small purposes that may arise. When the balance falls below \$40.00 receipt documentation and the necessary form is turned into the finance department for reimbursement. Then a check is cut to the custodian of the petty cash (fund) for that department.

**Motion** by Mr. Poindexter, supported by Mr. Dufour, to place on Council agenda under letter M.

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

Mr. Salvatore stated that will appear under M-1 as Ordinance No. 11495-2025.

2. AN ORDINANCE AMENDING ORDINANCE NO'S 5891-1981, 8356-1997, 8435-1998, 8842-1998 8926-2002 AND 9082-2004, THE OPERATIONAL CASH ORDINANCES FOR THE CITY OF BROOK PARK, STATE OF OHIO, AND DECLARING AN EMERGENCY. Introduced by Mayor Orcutt.

Mr. McGann stated this legislation combines older legislation into one operational cash startup for departments. All departments with operational cash drawers begin each morning with \$100.00 cash.

Mr. Troyer clarified the departments start with the same amount of \$100.00 every morning, there can be no discrepancies.

Mr. McGann concurred and stated departments put money in safe at closing (of day) and pull out the next morning.

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

**Motion** by Mr. Roberts, supported by Mr. Troyer, to place on Council agenda under letter M.

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

**NAYS:** Unanimous.

Mr. Salvatore stated that will appear M-2 as Ordinance No. 11496-2025.

**EXECUTIVE SESSION - PENDING COURT ACTION - MAYOR ORCUTT**

**Motion** by Mr. Roberts, supported by Mr. Dufour, to go into executive session.

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

**NAYS:** Unanimous.

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

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

**NAYS:** Unanimous.

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

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

**NAYS:** Unanimous.

Council President Salvatore declared this meeting adjourned at 7:37 p.m.

RESPECTFULLY SUBMITTED

  
Carol Johnson  
Clerk of Council

APPROVED October 21, 2025

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