

SPECIAL MEETING

January 6, 2020

ALLED TO ORDER AT 6:05 p.m. by President of the Board, Gary Lees.
The pledge of allegiance was not observed.

Roll Call: Mr. Ronald Haun – present; Mr. Gary Lees – present; Mr. Dan Suttles – present; Mrs. Dena McMullin - present
Also present: Chief Faustino

- **Resolution - M-20-01** – Motion by Mr. Lees, seconded by Mr. Haun to appoint Trustee Suttles Chairman of the Board for 2020. **Roll Call: Mr. Suttles – yea; Mr. Lees – yea; Mr. Haun – yea. Motion carried 3-0.**
- **Resolution - M-20-02** – Motion by Mr. Suttles, seconded by Mr. Lees to nominate Trustee Haun Vice-Chairman of the Board for 2020. **Roll Call: Mr. Suttles – yea; Mr. Lees – yea; Mr. Haun – yea. Motion carried 3-0.**
- **Resolution - M-20-03** – Motion by Mr. Haun, seconded by Mr. Suttles to appoint Secretary Tabatha Dickson, to take minutes in the absence of the Fiscal Officer. **Roll Call: Mr. Suttles – yea; Mr. Lees – yea; Mr. Haun – yea. Motion carried 3-0.**
- **Resolution - M-20-04** – Motion by Mr. Lees, seconded by Mr. Suttles to authorize the Fiscal Officer to transfer funds within the same fund when the situation warrants. **Roll Call: Mr. Suttles – yea; Mr. Lees – yea; Mr. Haun – yea. Motion carried 3-0.**
- **Resolution – M-20-05** - Motion by Mr. Suttles, seconded by Mr. Lees to adopt use of the Town Hall and Township Green Regulations as stated previously. **Roll Call: Mr. Suttles – yea; Mr. Lees – yea; Mr. Haun – yea. Motion carried 3-0.**
- **Resolution – M-20-06** Motion by Mr. Haun, seconded by Mr. Lees to name Trustee Suttles, Chairman of the Board, as Chief Executive Officer, and Dena McMullin, Township Fiscal Officer, as Chief Financial Officer, and Jaime Fredenburg, Road Supervisor, as Project Manager of the Trustees Road Program for 2020. **Roll Call: Mr. Suttles – yea; Mr. Lees – yea; Mr. Haun – yea. Motion carried 3-0.**
- **Resolution – M-20-07** Motion by Mr. Lees, seconded by Mr. Haun for the Township Trustees and Department Heads to support citizens groups and non-profit organizations with manpower, materials and equipment, within reasonable limits. All such expenditures will be approved by the Trustees and/or department heads. Use of equipment on private property will require a signed easement. **Roll Call: Mr. Suttles – yea; Mr. Lees – yea; Mr. Haun – yea. Motion carried 3-0.**
- **Resolution – M-20-08** Motion by Mr. Suttles, seconded by Mr. Lees to renew the existing agreement for police protection with the Village of Yankee Lake adopted, March, 2006. **Roll Call: Mr. Suttles – yea; Mr. Lees – yea; Mr. Haun – yea. Motion carried 3-0.**
- **Resolution – M-20-09** Motion by Mr. Haun, seconded by Mr. Suttles to hold regular meetings the first Monday of every month at 7:00 pm; at the Township Administration Building, unless otherwise reported and posted. Meetings shall be posted on the sign at the Township Green. **Roll Call: Mr. Suttles – yea; Mr. Lees – yea; Mr. Haun – yea. Motion carried 3-0.**
- **Resolution - M-20-10** Motion by Mr. Lees, seconded by Mr. Suttles to allow department heads to spend up to \$1,000 for departmental needs without prior approval of the Trustees and thereby requiring a Purchase Order. **Roll Call: Mr. Suttles – yea; Mr. Lees – yea; Mr. Haun – yea. Motion carried 3-0.**
- **Resolution – M-20-11** - Motion by Mr. Suttles, seconded by Haun to adopt the following procedure for notification of special meetings. A trustee may call a meeting by first verbally verifying the date, time and place with both of the other trustees. He will then advise the township secretary who will telefax or email the notice of the date, time, location and type of meeting to all media who have written requests for notification on file with the secretary; notice shall be posted in a conspicuous place outside the Township Hall on a bulletin board or sign provided for that purpose. This procedure will be followed for all public meetings and will occur at least 24 hours prior to the scheduled time of that meeting, except in cases where an emergency meeting is deemed necessary. In emergency cases, the media will be notified in the same manner as early as possible. Notification of special meetings will be made with at least 24-hour notice. In addition,

the Township will provide advance written notice of special meetings to anyone who provides the township with pre-paid postage, self-addressed envelopes or post cards. ALL MEETINGS WILL BE HELD IN COMPLIANCE WITH SECTION 121.22(F) OF THE OHIO REVISED CODE, "SUNSHINE LAW". **Roll Call: Mr. Suttles – yea; Mr. Lees – yea; Mr. Haun – yea. Motion carried 3-0.**

- **Resolution M-20-12** - Motion by Mr. Haun, seconded by Mr. Suttles to the rehire Ms. Tabatha Dickson for 2020 as a full-time Office Coordinator at the current rate of \$11.25 per hour with benefits. **Roll Call: Mr. Suttles – yea; Mr. Lees – yea; Mr. Haun – yea. Motion carried 3-0.**
- **Resolution M-20-13** - Motion by Mr. Lees, seconded by Mr. Suttles to rehire for 2020 Richard Kostoff as part-time janitor for the Administration Building at the rate of \$9.00 per hour with no benefits. **Roll Call: Mr. Suttles – yea; Mr. Lees – yea; Mr. Haun – yea. Motion carried 3-0.**
- **Resolution M-20-14** - Motion by Mr. Suttles, seconded by Haun to rehire Daniel A. Faustino as Police Chief as per contract. **Roll Call: Mr. Suttles – yea; Mr. Lees – yea; Mr. Haun – yea. Motion carried 3-0.**
- **Resolution M-20-15** Motion by Mr. Haun, seconded by Mr. Suttles to rehire David E. Masirovits as Fire Chief for a term as per contract. **Roll Call: Mr. Suttles – yea; Mr. Lees – yea; Mr. Haun – yea. Motion carried 3-0.**
- **Resolution M-20-16** - Motion by Mr. Suttles, seconded by Haun to rehire Jaime E. Fredenburg as Road Superintendent for a term of one year with benefits **Roll Call: Mr. Suttles – yea; Mr. Lees – yea; Mr. Haun – yea. Motion carried 3-0.**
- **Resolution M-20-17** - Motion by Mr. Haun, seconded by Mr. Suttles to hire Mr. Peter Ross as Exterior Property Management Code Officer at the rate of \$15.00 per hour part-time with no benefits. **Roll Call: Mr. Suttles – yea; Mr. Lees – yea; Mr. Haun – yea. Motion carried 3-0.**
- **Resolution M-20-18** Motion by Mr. Lees, seconded by Mr. Haun to pay department heads at standard rate per their contract / department. **Roll Call: Mr. Suttles – yea; Mr. Lees – yea; Mr. Haun – yea. Motion carried 3-0.**
- **Resolution M-20-19** - Motion by Mr. Suttles, seconded by Mr. Lees to allow the township departments to use an online auction (Govdeals.com) to sell impound property, forfeiture property, or miscellaneous department property, as needed. **Roll Call: Mr. Suttles – yea; Mr. Lees – yea; Mr. Haun – yea. Motion carried 3-0.**
- **Resolution M-20-20** - Motion by Mr. Haun, seconded by Mr. Suttles to give the Fiscal Officer the authority to participate in Ohio's Cooperative Purchasing Program for Brookfield Township and to agree to be bound by all contract terms and conditions as the Department of Administrative Services, Office of Cooperative Purchasing prescribes, and to authorize the Fiscal Officer the authority to directly pay the vendor under each state contract in which it participates. **Roll Call: Mr. Suttles – yea; Mr. Lees – yea; Mr. Haun – yea. Motion carried 3-0.**
- **Resolution M-20-21** - Motion by Mr. Lees, seconded by Mr. Suttles to grant the Chairman of the Exterior Property Maintenance Appeals Board the authority to delegate the terms of each member of the Exterior Property Maintenance Appeals Board according to their by-laws. **Roll Call: Mr. Suttles – yea; Mr. Lees – yea; Mr. Haun – yea. Motion carried 3-0.**
- **Resolution M-20-22** - Motion by Mr. Suttles, seconded by Mr. Lees to grant the Chairman of the Historical Society the authority to delegate the terms of each member of the Historical Society according to their by-laws. **Roll Call: Mr. Suttles – yea; Mr. Lees – yea; Mr. Haun – yea. Motion carried 3-0.**

MOTION TO ADJOURN: 6:22 p.m.

Motion by Mr. Suttles, seconded by Mr. Lees. All yea.

_____, Chief Executive Officer

_____, Chief Financial Officer

GENERAL MEETING
January 6, 2020

Community Prayer was observed.

CALLED TO ORDER AT 7:02 pm by Trustee, Dan Suttles

The pledge of allegiance was observed.

Roll Call: Mr. Ronald Haun-present, Mr. Gary Lees-present, Mr. Dan Suttles-present, Mrs. Dena McMullin-present

- **Resolution M-20-23 Motion by Mr. Suttles seconded by Mr. Lees to accept the minutes of the meetings held in December of 2019 as presented. Roll Call: Mr. Suttles-yea, Mr. Lees-yea. Motion carried 3-0.**
- **Motion by Mr. Haun, seconded by Mr. Lees to table the motion to accept the payment of the December 2019 bills. Roll Call: Mr. Haun-yea; Mr. Lees-yea; Mr. Suttles-yea. Motion carried 3-0**
- **Motion by Mr. Suttles, seconded by Mr. Haun to table the motion to accept the financial statement for December 2019. Roll Call: Mr. Haun-yea; Mr. Lees-yea; Mr. Suttles-yea. Motion carried 3-0**

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COMMUNICATIONS:

- Trumbull County MetroParks, RE: Notification of MetroPark's application for Clean Ohio Funds to purchase and protect the Trock Forest Nature Preserve property
- Trumbull County Planning Commission, RE: Year-end summary
- Trumbull County Engineer, RE: Permit to haul or move overweight equipment over Hubbard Masury Rd. (Standard Ave.) X 4
- Trumbull County Planning Commission, RE: Replat Lot no. 14A - Amy Boyle Acres Plat No. 2
- The Mahoning Valley Sanitary District, RE: Regular meeting of the Board of Directors
- Dominion Energy, RE: Notice of Filing new PIR adjustment case
- Trumbull County Engineer, RE: Permit to work in the right-of-way of Stewart Sharon Rd.

POLICE REPORT – Police Chief Faustino

FIRE REPORT – Fire Chief Masirovits (absent)

ROAD REPORT Supervisor Fredenburg

- Sending on of the Road employees to Sidney, Ohio to the state auction.
- Working on Rose Ave.
- There are issues with the gas well
- Discussed having a meeting with OTARMA to discuss the township insurance

PARK REPORT – None

CODE ENFORCEMENT REPORT – Trustee Suttles

VAN REPORT – Trustee Lees

- Van is currently running 4 days/week. Hired a new driver: Richard Kroner Jr., who will take over for Phil Schmidt while Phil is in Florida

- New volunteers are still needed. Background check and certified driver's record is required; fees reimbursed upon receipt.

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENTS:

- Resident comment: Difficulty hearing the trustees during the meeting.
- Resident comment: Question regarding the incident on the Township Green with the sign.
- Resident comment: Question regarding the MetroParks communication.

TRUSTEES COMMENTS:

- Trustee Lees: Mentioned that Dan Suttles is the 2020 Brookfield Township Chairperson.
- Trustee Haun: Noted that he is the Vice Chairman and looking forward to the new year. Mentioned FB posts regarding the Road Department, and asked that the residents search out fact to such posts
- Trustee Suttles: Noted that he will have copies of the communications available to the public and that he would work on the voice system at the bench.

MOTION TO ADJOURN: 7:44 p.m.

Motion by Mr. Lees seconded by Mr. Suttles. All yea.

_____, Chief Executive Officer

_____, Chief Financial Officer

SPECIAL MEETING
January 15, 2020
3:00 p.m.

The Trustees of Brookfield Township met in a special session on Wednesday, January 15, 2020 at the Administration Building.

Trustee Dan Suttles called the meeting to order at 3:04 p.m.

Pledged and prayer were waived.

Roll Call: Trustee Haun – present, Trustee Lees – present, Trustee Suttles – present, Fiscal Officer, Dena McMullin –absent

MOTION TO GO INTO EXECUTIVE SESSION: 3:05 p.m.

Motion by Mr. Lees, seconded by Mr. Haun to discuss contract negotiations. Roll Call: Mr. Haun – yea; Mr. Suttles – yea; Mr. Lees -yea. Motion carried 3-0.

MOTION TO GO BACK INTO REGULAR SESSION: 7:29 p.m.

Motion by Mr. Haun, seconded by Mr. Lees. Roll Call: Mr. Suttles – yea; Mr. Lees – yea; Mr. Haun -yea. Motion carried 3-0.

MOTION TO ADJOURN: 7:30 p.m.

Motion by Mr. Suttles, seconded by Mr. Haun. All yea.

_____, Chief Executive Officer

_____, Chief Financial Officer

SPECIAL MEETING
January 23, 2020
10:00 a.m.

The Trustees of Brookfield Township met in a special session on Thursday, January 23, 2020 at the Administration Building.

Trustee Dan Suttles called the meeting to order at 10:02 a.m.

Pledged and prayer were waived.

Roll Call: Trustee Haun – absent, Trustee Lees – present, Trustee Suttles – present, Fiscal Officer, Dena McMullin –present

Also present: _Jim Zucarro and Andy Leitch from OTARMA.

Meeting held to discuss the townships insurance policy.

MOTION TO ADJOURN: 11:28 a.m.

Motion by Mr. Suttles, seconded by Mr. Lees. All yea.

_____, Chief Executive Officer

_____, Chief Financial Officer

SPECIAL MEETING
January 28, 2020
8:30 a.m.

The Trustees of Brookfield Township met in a special session on Tuesday, January 28, 2020 at 8:30 a.m.

Trustee Dan Suttles called the meeting to order at 8:30 a.m.

Roll Call: Trustee Haun – absent; Trustee Suttles – present; Trustee Lees – present; Dena McMullin – present

Also, present: Road Supervisor Fredenburg; Code Officer Pete Ross; Chief Masirovits; and Chief Faustino

DEPARTMENTAL MEETING

Superintendent Fredenburg:

- Rose Ave. update. Using leased equipment.
- Pre-construction meeting February 13, in Akron for the south Bedford Rd. project. Planning on a start date in March.
- Discussed payroll programs.
- Discussed lighting districts.

Code Officer, Pete Ross:

- Budd & Service Ave. – couple homes to be picked up by the land bank.
- House on Columbia taken down by the county.
- House on Grove St. taken down by owner.
- Will be revisiting the property belonging to Carl Swegen.
- Discussed junk and dismantled cars throughout the township.

Chief Faustino:

- Will be picking up a key making machine, padlocks, a treadmill, 2 lateral file cabinets, a 2 drawer safe, and a mower/snowblower unit.
- Looking at vehicles for police department. Not a lot available.
- Meeting with school and will be discussing a 3 year contract for the SRO.
- Considering hiring a part-time property room clerk.
- Cintas is scheduled to a demo restroom cleaning.
- Requested an executive session meeting to discuss personnel. Tentatively set for February 3rd at 6:00 p.m. prior to the General Meeting. (will need to include Fire personnel also)

Chief Masirovits:

- Union contract: met with Attorney Jeff Goodman regarding FLSA issue. He will be presenting an opinion letter on recommendations he feels the Township should take.
- The Robert's St. fire is still an active case. Working with OSFM.
- Held a tabletop drill with the school in December and now considering a full drill.
- FEMA – 2017 Grant reopened (not all the funds were spent). Will purchase tools for \$5860. \$293 will be the township's responsibility and the remainder will be the FEMA share which will satisfy the remaining balance. (will purchase \$600.00 from Home Depot and the remaining will be from MES)
- Attended a 2 day Fire Symposium. Reported that it was an excellent symposium.

- February 10th TCTC will be breaking ground for a new fire training facility.
- January 1st successfully changed from Trumbull County EMS Pre-Hospital Protocols to University Hospital Protocols. Have also implemented a new EMS Documentation Program and have placed tablets received from the ODPS Grant in service to document the EMS calls with better accuracy, hoping to receive a better return on the patient billing.
- Reported that all "hotspots" are now in use.
- Captain Hagood and the Chief met with Addison Health Care regarding EOP.
- Medic 51 still at Greenwood Chevrolet in Hubbard for unknown engine issues. Will be picking it up and taking it to Brookfield Truck and Trailer.
- Medic 18-1 cost of repair: \$1817.59 from Brookfield Truck and Trailer.
- L-18: Pump packing replaced
- Truck 18 is back in service. Cost was \$2412.95 not including tires.
- Rescue 18: Air valves replaced.
- Due for "Mask Fit testing" through EMA
- Howell Rescue will be providing the "Rescue Tool Servicing"
- Due for Air Quality Testing
- Created a Hose, Nozzle Appliance replacement program as required by NFPA
- MARCS radio grant bids open tomorrow at noon
- All PC's have been updated to 2010.
- Problem with bay lights. Need to replace the electrical panel. Waiting for a quote.
- Will be hiring a full-time fireman at the meeting, February 3rd. Also, presenting awards.
- February 4th Dale May's employment ends. He will be starting classes in March.

MOTION TO ADJOURN: 9:45 a.m.

Motion by Mr. Suttles seconded by Mr. Lees. All yea.

_____, Chief Executive Officer

_____, Chief Financial

**GENERAL MEETING
February 3, 2020**

Community Prayer was observed.

CALLED TO ORDER AT 7:00 pm by Trustee, Dan Suttles

The pledge of allegiance was observed.

Roll Call: Mr. Ronald Haun-present, Mr. Gary Lees-present, Mr. Dan Suttles-present, Mrs. Dena McMullin-present

- **Resolution M-20-24** Motion by Mr. Suttles seconded by Mr. Lees to accept the minutes of the meetings held in January 2020 as presented. Roll Call: Mr. Suttles-yea, Mr. Haun-yea; Mr. Lees-yea. Motion carried 3-0.
- **Resolution M-20-25** Motion by Mr. Haun, seconded by Mr. Lees to accept the payment of the December 2019 bills in the amount of \$294,503.31. Roll Call: Mr. Haun-yea; Mr. Lees-yea; Mr. Suttles-yea. Motion carried 3-0
- **Resolution M-20-26** Motion by Mr. Haun, seconded by Mr. Suttles to accept the payment of the January 2020 bills in the amount of \$224,620.88. Roll Call: Mr. Lees-yea; Mr. Suttles-yea; Mr. Haun-yea. Motion carried 3-0
- **Resolution M-20-27** Motion by Mr. Lees, seconded by Mr. Suttles to accept the financial statement for December 2019 as presented. Roll Call: Mr. Suttles-yea, Mr. Haun-yea; Mr. Lees-yea. Motion carried 3-0.
- **Resolution M-20-28** Motion by Mr. Suttles, seconded by Mr. Haun to accept the financial statement for January 2020 as presented. Roll Call: Mr. Haun-yea; Mr. Lees-yea; Mr. Suttles-yea. Motion carried 3-0

COMMUNICATIONS:

- Trumbull County Engineer, RE: Permit to bore under and work in the right-of-way of Albright McKay Rd., Stewart Sharon Rd., and Everett East Rd.
- The Mahoning Valley Sanitary District, RE: Regular meeting of the Board of Directors
- The Mahoning Valley Sanitary District, RE: Date change for the Regular Meeting of the Board of Directors
- Trumbull County Engineer, RE: Permit to (work) in the right-of-way of Everett East Rd.

POLICE REPORT – Police Chief Faustino

- **Resolution M-20-29** Motion by Mr. Haun, seconded by Mr. Lees to increase the work force of the Police Department to 10 full-time officers. Roll Call: Mr. Haun-yea; Mr. Lees-yea; Mr. Suttles-yea. Motion carried 3-0
- **Resolution M-20-30** Motion by Mr. Lees, seconded by Mr. Suttles to hire Krista Wedge as a part-time “Evidence & Property Room Technician” at the rate of \$9.50 per hour, no more than 16 hours per week, with no benefits Roll Call: Mr. Lees-yea; Mr. Suttles-yea; Mr. Haun-yea. Motion carried 3-0
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FIRE REPORT – Fire Chief Masirovits

- **Resolution M-20-31** Motion by Mr. Suttles, seconded by Mr. Haun to hire Russell Vereshack as a fulltime/career Firefighter with wages and benefits in accordance with the current collective bargaining agreement and contingent upon the passing of a

physical examination, background investigation, and a one-year probationary period. Roll Call: Mr. Suttles-yea, Mr. Haun-yea; Mr. Lees-yea. Motion carried 3-0.

- Presented Captain Michael Hagood, Firefighter/Paramedic Russell Vereshack, and Firefighter/Paramedic Julian Janoviak the Meritorious Conduct Award.

ROAD REPORT Supervisor Fredenburg

- **Resolution M-20-33** Motion by Mr. Suttles, seconded by Mr. Lees to start the hiring process by advertising for one full-time employee for the Cemetery, one part-time seasonal employee for the Cemetery, and on part-time seasonal employee for the park. Roll Call: Mr. Suttles-yea, Mr. Haun-yea; Mr. Lees-yea. Motion carried 3-0.

PARK REPORT – None

CODE ENFORCEMENT REPORT – Trustee Suttles

VAN REPORT – Trustee Haun

- Van is currently running 4 days/week.
- New volunteers are still needed. Background check and certified driver's record is required; fees reimbursed upon receipt.
- New van was ordered, but the order is still pending.

OLD BUSINESS: None

NEW BUSINESS:

- **Resolution M-20-32** Motion by Mr. Lees, seconded by Mr. Haun for the trustees to send a letter to Trumbull County Engineer advising that Brookfield Township no longer desires to purchase water from the City of Niles, and the Township would like to be presented with options from the Sanitary Engineer as to possible water vendors for Brookfield Township. Roll Call: Mr. Haun-yea; Mr. Lees-yea; Mr. Suttles-yea. Motion carried 3-0
- **Resolution M-20-34** Motion by Mr. Suttles, seconded by Mr. Lees to accept the following residents as members of the Brookfield Township Exterior Property Maintenance Appeals Board: Noelle Honel (1-yr. term); Judy Puskar (2-yr. term); Charles Fizet (3-yr. term); Cynthia Mathews (4-yr. term); Shannon Devitz (5-yr. term); and Gina Sabulsky as the First Alternate. Roll Call: Mr. Haun-yea; Mr. Lees-yea; Mr. Suttles-yea. Motion carried 3-0

PUBLIC COMMENTS:

- Resident comment: Question regarding if the township had ever had a full-time Cemetery employee. Also asked about the Exterior Property Maintenance Appeals Board, and wanted to know if it was advertised.
- Resident comment: Regarding the motion made about the water issue.
- Resident comment: Question regarding any parking regulations for trucks and vans that deliver to the residents, such as Amazon, and UPS.

TRUSTEES COMMENTS:

- Trustee Lees: Gil Blair - meeting. Also meet with Gary Newbrough regarding Yankee Lake Sewer tie-in, and discussion on the water lines on Warner Rd. along with other water issues.
- Trustee Haun: Commended Supervisor Fredenburg and the Road Department on the work that they have done on Rose Ave. And noted that they are saving the township a lot of

money by doing "in-kind" work.

- Trustee Suttles: Commented on the number of people that attended the meeting. Noted that he and Jaime Fredenburg will be at the Winter Conference in Columbus, Wednesday – Friday.

MOTION TO ADJOURN: 7:58 p.m.

Motion by Mr. Suttles seconded by Mr. Lees. All yea.

_____, Chief Executive Officer

_____, Chief Financial Officer

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- Trustee Haun: Commended Supervisor Fredenburg and the Road Department on the work that they have done on Rose Ave. And noted that they are saving the township a lot of

money by doing "in-kind" work.

- Trustee Suttles: Commented on the number of people that attended the meeting. Noted that he and Jaime Fredenburg will be at the Winter Conference in Columbus, Wednesday – Friday.

MOTION TO ADJOURN: 7:58 p.m.

Motion by Mr. Suttles seconded by Mr. Lees. All yea.

_____, Chief Executive Officer

_____, Chief Financial Officer

**SPECIAL MEETING
February 19, 2020
3:00 p.m.**

The Trustees of Brookfield Township met in a special session on Wednesday, February 19, 2020 at the Administration Building.

Trustee Dan Suttles called the meeting to order at 3:05 p.m.

Pledged and prayer were waived.

Roll Call: Trustee Haun – present, Trustee Lees – present, Trustee Suttles – present, Fiscal Officer, Dena McMullin –present

Meeting called by Trustee Haun to discuss the Park and Township Green. Discussion included hiring part-time and/or full-time employees to maintain both.

MOTION TO ADJOURN: 4:20 p.m.

Motion by Mr. Suttles, seconded by Mr. Lees. All yea.

_____, Chief Executive Officer

_____, Chief Financial Officer

SPECIAL MEETING
February 21, 2020
2:30 p.m.

The Trustees of Brookfield Township met in a special session on Friday, February 21, 2020 at the Administration Building.

Trustee Dan Suttles called the meeting to order at 2:30 p.m.

Pledged and prayer were waived.

Roll Call: Trustee Haun – present, Trustee Lees – present, Trustee Suttles – present, Fiscal Officer, Dena McMullin –absent

Also present: State Representative, Gil Blair and Executive Director of Trumbull County Metro Parks, Zack Svette.

Meeting held to discuss property on Albright-McKay and Everett East ant Trumbull County Metro Parks is planning on obtaining.

Mr. Svette spoke of placing a Levy on the ballot for the Metro Parks for .6 mills (1.9 Million) in the fall. Mr. Haun also discussed the possibility of the Metro Parks to purchase or lease the township park. Clean Ohio and ODNR funds were also discussed.

Mr. Lees discussed the Coldberg Lake dam and the potential for dam failure as well as the need for the dam to be repaired. The cost of repairs was estimated to be between 1-3 million dollars. Representative Blair and Mr. Svette indicated that the owners of the dam should work with ODNR concerning the condition of the dam.

Mr. Lees also discussed the sewer plant in Masury and possibly protecting it from potential flood waters. He referenced an old report from the Corps of Engineers, which suggested building a levee or dike. He will discuss this with Trumbull County.

MOTION TO ADJOURN: 3:50 p.m.

Motion by Mr. Suttles, seconded by Mr. Haun. All yea.

(Mr. Haun, Mr. Lees and Rep. Blair toured the dam at Coldberg Lake.)

_____, Chief Executive Officer

_____, Chief Financial Officer

SPECIAL MEETING
February 25, 2020
8:30 a.m.

The Trustees of Brookfield Township met in a special session on Tuesday, February 25, 2020 at 8:30 a.m.

Trustee Dan Suttles called the meeting to order at 8:30 a.m.

Roll Call: Trustee Haun – present; Trustee Suttles – present; Trustee Lees – present (arrived at 9:43); Dena McMullin –absent

Also, present: Road Supervisor Fredenburg; Code Officer Pete Ross; Chief Masirovits; and Chief Faustino

DEPARTMENTAL MEETING

Chief Faustino:

- Hiring Process – Update (official retirement letter received for Ron Mann – April 1, 2020)
- SRO – 3 year contract – meeting with Superintendent Gibson on Wednesday
- Vehicle purchase – waiting on Chrysler – was able to drive a Dodge Durango Demo
- 1033 Program – Equipment pick up Thursday - Loader & Misc. equipment
- Car port
- Code Officer/ Officer assigned

Code Officer, Pete Ross:

- Estimate for Norris and Phillips debris cleanup - \$5260.00
- Phone conversation and discussion with Chuck Fizet – Property Maintenance Code Appeals Board.
- Trustees Lees and Suttles will meet with Trumbull County Treasurer – Tax foreclosures at various locations
- Trumbull County Building Department – Dilapidated building on Davis St. in alley – condemnation
- Grover Ave. – trash, tires, and construction materials
- 1066 Broadway Ave. – vehicles
- 480 Cleveland St. – vehicles
- 471 Lucy St. – vehicles
- 769 Syme St. – vehicle in middle of rear yard
- 1022 Bedford Rd. – vehicles
- Dismantled vehicle/trailer – Syme and Ulp Streets (Chief Faustino)
- Compliance at the following locations: 749 Valley View Dr.; 7920 Third St.; 487 Beaumont (debris, etc.)
- Landbank is in process of selling 7949 Second St. to a private owner – has begun rehab of interior

Superintendent Fredenburg:

- Continue work on Rose Ave.
- Set meeting to finalize Road Dept. employee contracts
- Pick up John Deere Loader from Columbus
- Columbarium arrival scheduled for June – can adjust arrival date
- New hire application request sent to newspaper

- Need to purchase new cemetery computer program
- New hire for park also sent to newspaper

Chief Masirovits:

- Union Contract – Met with Jeff Goodman. He is in agreement with the materials presented and will be penning an opinion letter very soon on recommendations he feels the Township should take concerning FLSA compliance.
- Contacted FEMA and they reopened the 2017 Rescue Grant that was previously approved, there was a balance of about \$5000. That needs to be spent. In the process of ordering equipment and waiting on an invoice.
- Chief will be attending a 2-day OFCA Winter Symposium in Columbus March 3rd and 4th
- Working with Adult Retirement Services (ALS) on Warren Sharon Road to complete their annual in-service training
- Drill(s) coming up at the school
- Applied for the OSFM equipment /gear grant for 5 sets complete TOG and for their MARCS grant to cover annual fees. These are 100% no match funding grants.
- The check was accepted two weeks ago for the MARCS funding for the county and the contracts for equipment and installation have been awarded.
- FEMA/AFG grant approval for new apparatus and power lift cot(s) 3 w/power lifting systems and stair chair.
- Rescue Tool Servicing complete – passed
- Air Quality Testing complete – passed
- Need approval for annual bench testing of SCBA equipment along with facemasks
- Need approval for hydrostatic testing of all SCBA cylinders (58)
- Will be ordering FY2018 AFG grant award equipment within the next 4-6 weeks
- Electrical panel at Station 18 is in need of replacement – waiting on quote. Have received two quotes.
- Full time position – letter of intent was received on 2/21 from Career FF Shane Stelk regarding his intentions to resign as he has accepted a position with another local FD. No notice has been given or received.
- Intent to hire: James Williamson FFII/Paramedic; Alan Rice FF/EMT – Basic (interview 2/29/20); Jacob Halatek FFII/EMT – Basic (awaiting background check)

MOTION TO ADJOURN: 10:52 a.m.

Motion by Mr. Suttles seconded by Mr. Lees. All yea.

_____, Chief Executive Officer

_____, Chief Financial

**GENERAL MEETING
March 2, 2020**

Community Prayer was observed.

CALLED TO ORDER AT 7:03 pm by Trustee, Dan Suttles

The pledge of allegiance was observed.

Roll Call: Mr. Ronald Haun-absent, Mr. Gary Lees-present, Mr. Dan Suttles-present, Mrs. Dena McMullin-present

- **Resolution M-20-35** Motion by Mr. Suttles seconded by Mr. Lees to accept the minutes of the meetings held in February 2020 as presented. Roll Call: Mr. Suttles-yea, Mr. Haun-absent; Mr. Lees-yea. Motion carried 2-0.
- **Resolution M-20-36** Motion by Mr. Suttles, seconded by Mr. Lees to table the motions to pay the February 2020 bills and to accept the February 2020 financial statements. Roll Call: Mr. Haun-absent; Mr. Lees-yea; Mr. Suttles-yea. Motion carried 2-0

COMMUNICATIONS:

- Trumbull County Adaptive Baseball Inc., RE: Use of field #4
- Trumbull County Sanitary Engineer, RE: 2019 Progress report for Trumbull County Sanitary sewers.
- Trumbull County Combined Health District, RE: Annual meeting of the Trumbull County Health District Advisory Council.

POLICE REPORT – Police Chief Faustino

- **Resolution M-20-37** Motion by Mr. Suttles, seconded by Mr. Lees to modify a previous resolution regarding the hiring of new officers to be as early as April 1, 2020. Roll Call: Mr. Suttles-yea, Mr. Haun-absent; Mr. Lees-yea. Motion carried 2-0.
- **Resolution M-20-38** Motion by Mr. Suttles, seconded by Mr. Lees to enter into a 3 year Memorandum of Understanding (MOU) with the Brookfield School district regarding the SRO starting July 1, 2020 – June 30, 2023. Roll Call: Mr. Lees-yea; Mr. Suttles-yea; Mr. Haun-absent. Motion carried 2-0

FIRE REPORT – Fire Chief Masirovits

- **Resolution M-20-39** Motion by Mr. Suttles, seconded by Mr. Lees to hire Fire Force Inc. to perform the annual required service testing on all self-contained breathing apparatus (SCBA) and facepieces in the amount of \$1704.00. Roll Call: Mr. Suttles-yea, Mr. Haun-absent; Mr. Lees-yea. Motion carried 2-0.
- **Resolution M-20-40** Motion by Mr. Lees, seconded by Mr. Suttles to hire Fire Force Inc. to perform Hydrotesting of all SCBA bottles for a total of \$1879.00. Roll Call: Mr. Lees-yea; Mr. Suttles-yea; Mr. Haun-absent. Motion carried 2-0.
- **Resolution M-20-41** Motion by Mr. Suttles, seconded by Mr. Lees to hire Mr. James Williamson as a part-time Firefighter II/Paramedic at a rate of \$12.00/hr. with no benefits. Roll Call: Mr. Suttles-yea; Mr. Haun-absent; Mr. Lees-yea. Motion carried 2-0.
- **Resolution M-20-42** Motion by Mr. Lees, seconded by Mr. Suttles to hire Mr. Alan Rice as a part-time Firefighter I/EMT-Basic at a rate of \$10.15/hr. with no benefits. Roll call:

Mr. Lees-yea; Mr. Suttles-yea; Mr. Haun-absent. Motion carried 2-0.

- **Resolution M-20-43** Motion by Mr. Suttles, seconded by Mr. Lees to hire Mr. Jacob Halatek as a part-time Firefighter II/EMT-Basic at a rate of \$10.15/hr. with no benefits. Roll Call: Mr. Suttles-yea; Mr. Haun-absent; Mr. Lees-yea. Motion carried 2-0.
- **Resolution M-20-44** Motion by Mr. Lees, seconded by Mr. Suttles to hire Mr. Derek Hollander as a full-time/career firefighter with wages and benefits in accordance with the current collective bargaining agreement and contingent upon the passing of a physical examination, background investigation, and a one-year probationary period. Roll Call: Mr. Lees-yea; Mr. Suttles-yea; Mr. Haun-absent. Motion carried 2-0.

ROAD REPORT Supervisor Fredenburg

- Discussion on changing the payroll date to the 5th and 20th of the month.
- Discussion on fiberoptic company installing lines on Township ROW.
- Will be starting the Bedford waterline midmonth. Road construction starts in May.
- Tire Drop-off Date (pending acceptance of the grant): May 2nd, 2020 – 8:00 a.m. to noon. Set a tentative date for the Fall date (if grant money is left over from the spring date): October 3rd, 2020.

PARK REPORT – None

CODE ENFORCEMENT REPORT – Trustee Suttles

- **Resolution M-20-49A** Motion by Mr. Suttles, seconded by Mr. Lees to appoint Jim Wherry as an alternate member to the Exterior Property Maintenance Appeals Board. Roll Call: Mr. Suttles-yea; Mr. Haun-absent; Mr. Lees-yea. Motion carried 2-0.

VAN REPORT – None

- Van is currently running 4 days/week.
- New volunteers are still needed. Background check and certified driver's record is required; fees reimbursed upon receipt.

OLD BUSINESS: None

NEW BUSINESS:

- **Resolution M-20-45** Motion by Mr. Suttles, seconded by Mr. Lees to appoint Trustee Lees to the Trumbull County Health District Advisory Council. Roll Call: Mr. Suttles-yea; Mr. Haun-absent; Mr. Lees-yea. Motion carried 2-0
- **Resolution M-20-46** Motion by Mr. Suttles, seconded by Mr. Lees to approve of the Girl Scouts putting helpful signs on the path in the Township Park so that they may earn a Bronze Award. Roll Call: Mr. Suttles-yea; Mr. Haun-absent; Mr. Lees-yea. Motion carried 2-0
- **Resolution M-20-47** Motion by Mr. Suttles, seconded by Mr. Lees to approve the schedule for the Adaptive Baseball League for the use of the Baseball Field #4. Roll Call: Mr. Lees-yea; Mr. Suttles-yea; Mr. Haun-absent. Motion carried 2-0.
- **Resolution M-20-48** Motion by Mr. Suttles, seconded by Mr. Lees to appoint Trustee Lees as the Brookfield Township representative to the Trumbull County EMA Board. Roll Call: Mr. Lees-yea; Mr. Suttles-yea; Mr. Haun-absent. Motion carried 2-0.
- Trustee Suttles spoke about the 2020 Census.

PUBLIC COMMENTS:

- Resident comment: regarding the maximum number of tires per person that the township

- can receive during the tire drive.
- Resident comment: Regarding the fiber optic cable.
- Resident question: Regarding any further information on the injection wells
- Resident comment: Regarding the "hearsay" that the well would be shut down.
- Resident question: Regarding open burning in the township.
- Resident comment: Regarding the mess on the park trails left by the loggers.
- Resident question: Regarding Stewart Sharon Rd. and asked if it will be fixed.
- Resident question: Regarding the sign on the green and if was to be replace.

TRUSTEES COMMENTS:

- Trustee Lees: Waiting on information of another Water vendor.
Jaime Fredenburg and Trustee Lees attended a meeting with Gary Newbrough regarding the Yankee Lake sewer project.
Still waiting to hear from the Army Corps of Engineers regarding Coalburg Lake.
Also, had a discussion with Gary Newbrough regarding the sewer plant.
- Trustee Suttles: Will start in April with the neighborhood meetings.
Geauga Trumbull Solid Waste would like to apply for a community "clean-up" grant.
Thanked everyone for attending the meeting.

MOTION TO ADJOURN: 7:58 p.m.

Motion by Mr. Suttles seconded by Mr. Lees. All yea.

_____, Chief Executive Officer

_____, Chief Financial Officer

SPECIAL MEETING
March 31, 2020
3:30 p.m.

The Trustees of Brookfield Township met in a special session on Tuesday, March 31, 2020 at the Administration Building.

Trustee Dan Suttles called the meeting to order at 3:32 p.m.

Pledged and prayer were waived.

Roll Call: Trustee Haun – present, Trustee Lees – present, Trustee Suttles – present, Fiscal Officer, Dena McMullin –present

Fiscal Officer, Dena McMullin was sworn in by Trustee Suttles for the April 1, 2020 – March 31, 2024 term.

Resolution M-20-49 Motion by Mr. Haun, seconded by Mr. Lees to adopt the appropriations for the year 2020 as presented in the amount of \$3,704,839.56. Roll call: Mr. Suttles-yea; Mr. Lees-yea; Mr. Haun-yea. Motion carried 3-0.

MOTION TO ADJOURN: 3:51 p.m.

Motion by Mr. Haun, seconded by Mr. Suttles. All yea.

_____, Chief Executive Officer

_____, Chief Financial Officer

SPECIAL MEETING
April 24, 2020
10:00 a.m.

The Trustees of Brookfield Township met in a special session on Friday, April 24, 2020 at the Administration Building.

Trustee Dan Suttles called the meeting to order at 10:13 a.m.

Pledged and prayer were waived.

Roll Call: Trustee Haun – present, Trustee Lees – present (attended by telephone), Trustee Suttles – present, Fiscal Officer, Dena McMullin –present

Meeting called to discuss the hiring of personnel, necessary township business and purchases, and the township green lawn care.

Resolution M-20-50 Motion by Mr. Suttles, seconded by Mr. Haun to hire FF/Paramedic, Cyler Reed full-time contingent upon passing the background investigation, and the successful completion of a one-year probationary period. This shall be in accordance with the current collective bargaining agreement with the benefits and salary of an entry level firefighter. Roll Call: Mr. Lees-yea; Mr. Haun-yea; Mr. Suttles-yea. Motion carried 3-0.

Resolution M-20-51 Motion by Mr. Haun, seconded by Mr. Lees to hire Trevor Willoughby part-time as a Firefighter II/EMT-Basic at the rate of \$10.15/hour with no benefits. Roll Call: Mr. Suttles-yea; Mr. Haun-yea; Mr. Lees-yea. Motion carried 3-0.

Resolution M-20-52 Motion by Mr. Suttles, seconded by Mr. Lees to purchase turnout gear from Municipal Emergency Services (MES)/Warren Fire Equipment in the amount of \$6240.00. Roll Call: Mr. Haun-yea; Mr. Suttles-yea; Mr. Lees-yea. Motion carried 3-0.

Resolution M-20-53 Motion by Mr. Lees, seconded by Mr. Haun to hire Megan Goehring part-time as a Firefighter II/EMT-Basic at the rate of \$10.15/hour with no benefits. Roll Call: Mr. Haun-yea; Mr. Lees-yea; Mr. Suttles-yea. Motion carried 3-0.

Resolution M-20-54 Motion by Mr. Suttles, seconded by Mr. Lees to modify the hiring process for the Police Department to include: a written test (Laws, Search and Seizure, spelling, grammar, and map reading); Writing and Comprehension (interview, obtain information for and write a report); Interview Panel (narrow field for background investigations to top candidates); and the Chief's Interview. Roll Call: Mr. Suttles-yea; Mr. Lees-yea; Mr. Haun-yea. Motion carried 3-0.

Resolution M-20-55 Motion by Mr. Suttles, seconded by Mr. Haun to approve the contract with Lieutenant Gibbs. Roll Call: Mr. Haun-yea; Mr. Suttles-yea; Mr. Lees-yea. Motion carried 3-0.

Resolution M-20-56 Motion by Mr. Lees, seconded by Mr. Haun to authorize the Police Chief to purchase two used police cruisers in the amount of \$27,000.00. Roll Call: Mr. Suttles-yea; Mr. Haun-yea; Mr. Lees-yea. Motion carried 3-0.

Trustee Suttles talked about Captain Hagood and his service to the Fire Department. Due to the Covid-19 situation, Mr. Haun discussed recognizing Captain Hagood and others that are deserving recognition, such as Sergeant Mann, and Lieutenant Gibbs, when normalcy resumes.

Resolution M-20-57 Motion by Mr. Haun, seconded by Mr. Lees to adopt a fee schedule presented by Superintendent Fredenburg for such situations as: Road Bore or R/W Work; Driveway Access; Open Road Cut; and Overweight Hauling. Roll Call; Mr. Suttles-yea; Mr. Lees-yea; Mr. Haun-yea. Motion carried 3-0.

Resolution M-20-58 Motion by Mr. Suttles, seconded by Mr. Haun to cancel the Memorial Day ceremony and activities for 2020. Roll Call: Mr. Lees-yea; Mr. Haun-yea; Mr. Suttles-yea. Motion carried 3-0.

Resolution M-20-59 Motion by Mr. Haun, seconded by Mr. Lees to hire Mr. Jeff Stiftinger as a seasonal employee at the rate of \$11.00/hour, effective May 4th – November 1st, 2020. Roll Call: Mr. Suttles-yea; Mr. Haun-yea; Mr. Lees-yea. Motion carried 3-0.

Resolution M-20-60 Motion by Mr. Suttles, seconded by Mr. Haun to hire John Welsh as a full-time Cemetery employee at the rate of \$13.00/hour with an additional \$1.00/hour upon obtaining Class B CDL (CDL must be obtained within 1 year of hiring), and an additional \$1.00/hour upon obtaining chemical spraying license. Roll Call: Mr. Lees-yea; Mr. Suttles-yea; Mr. Haun-yea. Motion carried 3-0.

Resolution M-20-61 Motion by Mr. Lees, seconded by Mr. Haun to hire Taub's Lawn Care & Landscaping, Inc to cut the green, administration building, and the grass along the highway at the same rate as 2019: \$75/per cut on the green; \$70/per cut around the administration building; and, \$30/per cut along the highway. Will also mulch the beds for \$995.00. Roll Call: Mr. Lees-yea; Mr. Haun-yea; Mr. Suttles-yea. Motion carried 2-1.

Trustee Lees requested that the General Fund purchase thermometers to monitor the health of the Road Department and Fire Department.

MOTION TO GO INTO EXECUTIVE SESSION: 10:57 a.m.

Motion by Mr. Lees, seconded by Mr. Haun to discuss hiring procedures for personnel. Roll Call: Mr. Lees-yea; Mr. Haun-yea; Mr. Suttles-yea. Motion carried 3-0.

MOTION TO ADJOURN: 11:22 a.m.

Motion by Mr. Suttles, seconded by Mr. Lees. All yea.

_____, Chief Executive Officer

_____, Chief Financial Officer

SPECIAL MEETING
May 8, 2020
11:00 a.m.

The Trustees of Brookfield Township met in a special session on Friday, May 8, 2020 at the Administration Building.

Trustee Dan Suttles called the meeting to order at 11:00 a.m.

Pledged and prayer were waived.

Roll Call: Trustee Haun – present, Trustee Lees – present (attended by telephone), Trustee Suttles – present, Fiscal Officer, Dena McMullin –present

Meeting called to discuss the Road Department seasonal part-time hire; hire contractor for concrete work on the Township Green; and a financial update.

Resolution M-20-62 Motion by Mr. Haun, seconded by Mr. Suttles to hire Kenneth Stearns as a seasonal park employee at \$11.00/hours with no benefits. Start date of May 12 and will work until November 15. Roll Call: Mr. Lees-yea; Mr. Haun-yea; Mr. Suttles-yea. Motion carried 3-0.

Received two bids for construction of the sign pillars for the green. Bids were from: Devin Dickson for \$8270.00, and Howland Builders for \$5460.00 **Resolution M-20-62** Motion by Mr. Suttles, seconded by Mr. Haun to hire Howland Builders for construction of the pillars for the sign on the Green at a cost of \$5460.00. Roll Call: Mr. Suttles-yea; Mr. Haun-yea; Mr. Lees-yea. Motion carried 3-0.

Discussion on the financial situation the township could face due to Covid-19. Looked at the Gas Tax, Motor Vehicle Tax, and the Local Government funds.

Trustee Suttles spoke to both Chief Masirovits, Chief Faustino, and Representative Gil Blair, who are involved with the EMA, about the Cares Act. Under the Cares Act, the Fire Department and Police Department can be reimbursed for expenses directly related to the Covid-19 outbreak.

The township has already received \$9600.00 due to reduced EMS receipts during the Covid-19 shutdown.

Trustee Suttles asked that everyone do the Census. He noted that it helps the township when everyone is counted.

Planning on a June 1st General Meeting at 7:00 p.m. to be streamed live on Facebook. Will be held the same as the last three meetings, with just the trustees and fiscal officer present.

MOTION TO ADJOURN: 11:22 a.m.

Motion by Mr. Suttles, seconded by Mr. Haun. All yea.

_____, Chief Executive Officer

_____, Chief Financial Officer