

**SPECIAL MEETING**

**January 3, 2022**

CALLED TO ORDER AT 6:31 p.m. by Fiscal Officer, Dena McMullin

The pledge of allegiance was not observed.

Roll Call:           Trustee, Mr. Mark Ferrara:           present  
                          Trustee, Mr. Ronald Haun            present  
                          Trustee, Mr. Dan Suttles:            present  
                          Fiscal Officer, Mrs. Dena McMullin: present

- **Resolution - M-22-01:** Motion by Mr. Suttles, seconded by Mr. Ferrara to appoint Trustee Haun Chairman of the Board for 2022.

**Roll Call:**

**Mr. Ferrara – yea**

**Mr. Haun – yea**

**Mr. Suttles – yea**

**Motion carried 3-0.**

- **Resolution - M-22-02:** Motion by Mr. Haun, seconded by Mr. Ferrara to nominate Trustee Suttles Vice-Chairman of the Board for 2022.

**Roll Call:**

**Mr. Haun – yea**

**Mr. Suttles – yea**

**Mr. Ferrara – yea**

**Motion carried 3-0.**

- **Resolution - M-22-03:** Motion by Mr. Ferrara, 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. Ferrara – yea**

**Mr. Haun – yea**

**Motion carried 3-0.**

- **Resolution - M-22-04:** Motion by Mr. Suttles, seconded by Mr. Haun to authorize the Fiscal Officer to transfer funds within the same fund when the situation warrants.

**Roll Call:**

**Mr. Ferrara – yea**

**Mr. Haun – yea**

**Mr. Suttles – yea**

**Motion carried 3-0.**

- **Resolution – M-22-05:** Motion by Mr. Haun, seconded by Mr. Suttles to adopt use of the Town Hall and Township Green Regulations as stated previously.

**Roll Call:**

**Mr. Haun – yea**

**Mr. Suttles – yea**

**Mr. Ferrara – yea**

**Motion carried 3-0.**

- **Resolution – M-22-06:** Motion by Mr. Ferrara, seconded by Mr. Suttles to name Mr. Haun, 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 2022.

**Roll Call:**

**Mr. Suttles – yea**

**Mr. Ferrara – yea**

**Mr. Haun – yea**

**Motion carried 3-0.**

- **Resolution – M-22-07:** Motion by Mr. Haun, seconded by Mr. Suttles 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. Ferrara – yea**

**Mr. Haun – yea**

**Mr. Suttles – yea**

**Motion carried 3-0.**

- **Resolution – M-22-08:** Motion by Mr. Suttles, seconded by Mr. Haun to renew the existing agreement for police protection with the Village of Yankee Lake adopted, March, 2006.

**Roll Call:**

**Mr. Haun – yea**

**Mr. Suttles – yea**

**Mr. Ferrara – yea**

**Motion carried 3-0.**

- **Resolution – M-22-09:** Motion by Mr. Ferrara, seconded by Mr. Haun 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. Ferrara – yea**

**Mr. Haun – yea**

**Motion carried 3-0.**

- **Resolution - M-22-10:** Motion by Mr. Suttles, seconded by Mr. Haun 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. Ferrara – yea**

**Mr. Haun – yea**

**Mr. Suttles – yea**

**Motion carried 3-0.**

- **Resolution – M-22-11:** Motion by Mr. Haun, seconded by Mr. Suttles 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 the sign on the Township Green, which is 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. Haun – yea**

**Mr. Suttles – yea**

**Mr. Ferrara – yea**

**Motion carried 3-0.**

- **Resolution M-22-12:** Motion by Mr. Ferrara, seconded by Mr. Haun to the rehire Ms. Tabatha Dickson for 2022 as a full-time Office Coordinator at her current rate of \$12.00 per hour as per contract, with benefits.

**Roll Call:**

**Mr. Suttles – yea**

**Mr. Ferrara – yea**

**Mr. Haun – yea**

**Motion carried 3-0.**

- **Resolution M-22-13:** Motion by Mr. Suttles, seconded by Mr. Ferrara to rehire for 2022 Candace Schoefield as part-time janitor for the Administration Building at the rate of \$9.00 per hour with no benefits.

**Roll Call:**

**Mr. Ferrara – yea**

**Mr. Haun – yea**

**Mr. Suttles – yea**

**Motion carried 3-0.**

- **Resolution M-22-14:** Motion by Mr. Haun, seconded by Mr. Suttles to rehire Jaime E. Fredenburg as Road Superintendent for a term of one year with benefits

**Roll Call:**

**Mr. Ferrara – yea**

**Mr. Haun – yea**

**Mr. Suttles – yea**

**Motion carried 3-0.**

- **Resolution M-22-15:** Motion by Mr. Ferrara, seconded by Mr. Haun 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. Haun – yea**

**Mr. Suttles – yea**

**Mr. Ferrara – yea**

**Motion carried 3-0.**

- **Resolution M-22-16:** Motion by Mr. Suttles, seconded by Mr. Ferrara to pay department heads at standard rate per their contract / department.

**Roll Call:**

**Mr. Suttles – yea**

**Mr. Ferrara – yea**

**Mr. Haun – yea**

**Motion carried 3-0.**

- **Resolution M-22-17:** Motion by Mr. Haun, seconded by Mr. Ferrara 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. Ferrara – yea**

**Mr. Haun – yea**

**Mr. Suttles – yea**

**Motion carried 3-0.**

- **Resolution M-22-18:** Motion by Mr. Ferrara, 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. Haun – yea**

**Mr. Suttles – yea**

**Mr. Ferrara – yea**

**Motion carried 3-0.**

- **Resolution M-22-19:** Motion by Mr. Suttles, seconded by Mr. Ferrara 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. Ferrara – yea**

**Mr. Haun – yea**

**Motion carried 3-0.**

- **Resolution M-22-20:** Motion by Mr. Haun, seconded by Mr. Suttles to grant the Chairman of the Historical Commission the authority to delegate the terms of each member of the Historical Society according to their by-laws.

**Roll Call:**

**Mr. Ferrara – yea**

**Mr. Haun – yea**

**Mr. Suttles – yea**

**Motion carried 3-0.**

- **Resolution M-22-21:** Motion by Mr. Ferrara, seconded by Mr. Suttles to continue the membership in the Council of Governments for the year 2022.

**Roll Call:**

**Mr. Suttles – yea**

**Mr. Ferrara – yea**

**Mr. Haun – yea**

**Motion carried 3-0.**

- **Resolution M-22-22:** Motion by Mr. Suttles, seconded by Mr. Ferrara to amend the End of the Year resolution # **M-21-142** to: The Police Chief has the option to hire or rehire a part-time officer a rate between \$11.50 - \$14.50 with no benefits depending on the applicant's experience.

**Roll Call:**

**Mr. Haun – yea**

**Mr. Suttles – yea**

**Mr. Ferrara – yea**

**Motion carried 3-0.**

**MOTION TO ADJOURN:** 6:44 p.m.

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

\_\_\_\_\_, Chief Executive Officer

\_\_\_\_\_, Chief Financial Officer

**GENERAL MEETING  
JANUARY 3, 2022**

CALLED TO ORDER AT 7:02 p.m. by Trustee Ron Haun.

Community Prayer – Trustee Haun

The pledge of allegiance was observed.

Roll Call: Mr. Mark Ferrara-present; Mr. Ron Haun-present; Mr. Dan Suttles-present; Mrs. Dena McMullin-absent.

- **Resolution M-22-23** Motion by Mr. Suttles, seconded by Mr. Ferrara to accept the minutes of the meetings held in December 2021. Roll Call: Mr. Suttles-yea; Mr. Haun -yea; Mr. Ferrara-yea. Motion carried 3-0.
- **Resolution M-22-24** Motion by Mr. Suttles, seconded by Mr. Ferrara to accept the payments of the bills in the month of November in the amount of \$392,460.27 and table the motion to pay the bills for the month of December 2021 Roll Call: Mr. Haun -yea; Mr. Ferrara-yea; Mr. Suttles -yea. Motion carried 3-0.
- **Resolution M-22-25** Motion by Mr. Lees seconded by Mr. Suttles to accept the financial statements for the month ending November 30, 2021 and table the financial statements for the month ending December 31, 2021. Roll Call: Mr. Haun -yea; Mr. Suttles -yea; Mr. Ferrara - abstain. Motion carried 2-0.

COMMUNICATIONS:

- Trumbull County Engineer: Re: Permit to bore under and work in the right-of-way of Warner Rd.
- Trumbull County Engineer: Re: 2021 Annual ODOT mileage certification
- Trumbull County Engineer: Re: Permit to haul or move over dimensional equipment over Hubbard Masury Rd.

POLICE REPORT – Chief Faustino

- **Resolution M-22-26** Motion by Mr. Haun, seconded by Mr. Suttles to hire Nicholas Leonardo as a full-time Officer starting January 16<sup>th</sup>, 2022. Roll Call: Mr. Ferrara – yea; Mr. Suttles- yea; Mr. Haun- yea. Motion carried 3-0.
- **Resolution M-22-27** Motion by Mr. Haun, seconded by Mr. Ferrara to purchase with grant money, an AED at a cost of \$1006.00 and one taser with cartridge and accessory at a cost of \$1699.88. Roll call: Mr. Suttles-yea; Mr. Haun -yea; Mr. Ferrara-yea. Motion carried 3-0.

FIRE REPORT – Trustee Suttles

ROAD/CEMETERY REPORT – Supervisor Fredenburg- Absent; report provided by Road Department Foreman DJ Mild

- **Resolution M-22-28** Motion by Mr. Haun, seconded by Mr. Suttles to make Trustee Haun Chief Executive Officer for Lower North Community Rehabilitation project (ID#CF40X), replacing retired Trustee Gary Lees. Roll Call: Mr. Haun -yea; Mr. Ferrara-yea; Mr. Suttles -yea. Motion carried 3-0.

PARK REPORT – no report

CODE ENFORCEMENT REPORT – Trustee Ferrara

VAN REPORT – Mr. Suttles

- We are down to one van driver. Trustee Suttles read the van report

OLD BUSINESS- Trustee Suttles: The Columbarium vaults are available and can start taking reservations starting this month.

NEW BUSINESS: None

PUBLIC COMMENTS:

- Resident: Question regarding the work on Warner Road 500 ft. north of Breezewood Lake Dr.
- Valerie Kokor: RE: Community Learning Center. There has been some difficulty moving forward with the school. Also working on a grant for the Historical Commission. Have a pending proposal (grant) for the Historical Room and the Gazebo. There is a Historical Commission meeting Jan. 6<sup>th</sup> at 1:00 p.m. in the Administration Building.

TRUSTEES COMMENTS:

- Trustee Suttles: ARP Funds – would like feedback from the community for its use. There are some limits to what it can be used for. Would like to set up more public meetings.
- Trustee Ferrara: Thanked Mr. Suttles and Mr. Haun for their help. Spoke to the high school students that were present.
- Trustee Haun: Took notice of Valerie Kokor and informed those present who her father is. Also, thanked the students for coming.

MEETINGS:

- Historical Commission: January 6, 2022 at 1:00 p.m.

MOTION TO ADJOURN: 7:50 p.m.

Motion by Mr. Haun seconded by Mr. Ferrara. All yea.

\_\_\_\_\_, Chief Executive Officer

\_\_\_\_\_, Chief Financial Officer



**SPECIAL MEETING  
JANUARY 6, 2022**

The Trustees of Brookfield Township met in an executive session on Thursday, January 6<sup>th</sup>, 2022.

Meeting opened at 1:00 p.m.

Roll Call: Mr. Suttles – present; Mr. Ferrara – present; Mr. Haun –absent; Mrs. McMullin – present.

Also present: Shannon Devitz and Valerie Kokor

Meeting called to discuss the possibilities of obtaining a CLG grant and what is needed in order to do so.

MOTION TO ADJOURN: 2:00 p.m.

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

\_\_\_\_\_, Chief Executive Officer

\_\_\_\_\_, Chief Financial Officer