

**SPECIAL MEETING  
MARCH 1, 2022**

The Trustees of Brookfield Township met in a special session on Tuesday, March 1, 2022 at 8:07 a.m. at the Administration Building.

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

Also present: Chief Masirovits; Chief Faustino; Supervisor Fredenburg, and Pete Ross.

**DEPARTMENTAL MEETING**

**Chief Faustino:**

- Training – 24 hours of CPT training required per officer in 2022. (50% reimbursement of \$2,835.00 received.
- Vehicle Repair – Unit #11 (2017 Ford Explorer 137,xxx miles) transmission issue.  
repair estimates:
  - a. New Ford transmission installed (approximately \$4,700 but none available in the US)
  - b. Rebuild old with updates and transfer case service (up to \$4,200.00 – parts availability unknown)
  - c. Used transmission with transfer case service (\$2,100.00)
- New 2022 Ford Explorer ordered. Total cost \$36,872.70 an increase slightly over initial amount presented due to some factory upfitting options that were added.
- Will be ordering the upfitting of new vehicle in the near future.
- Roofers are currently inspecting and providing estimates and options for the Administration building.
- Officer Leonardo completed initial training and effective March 1, 2022 will be on the schedule reducing Detective Kasiewicz to two days a week in uniform and the Chief to four days a week.
- Two new part-time officers hired. One sworn in Tuesday , February 22, 2022 and the other is due to be sworn in the morning of March 1, 2022. Both have just finished academy and passed their certification test, however, can't perform peace officer function until they receive their certificates. Starting their orientation and training while waiting on their certificates.

**Supervisor Fredenburg**

- Syme Street Paving Project-Issue I Project ID# CF35Y
  - Total Estimated Cost       \$177,945
  - Local Share                   \$ 28,472
  - Recommended Budget       \$ 35,000
  - Project Bid advertisement date March 2, 2022
  - Bid opening March 25, 2022
- Discussion on closeout of Issue I projects:
  - CF12W Rose Avenue PH II +\$31,466
  - CF40X Lower N. Masury -\$ 7,418
- Discussion on new buildings in the Township:
  - Three gas stations: Valley View, Irvine Ave.
  - Mike Palumbo building on Addison Road

- Set meeting date for discussion on 2022 Road Program
- Cemetery Items:
  - Commencement of Columbarium sales
  - Contract with Advance land to place lot markers in section "N"
- Park Items:
  - Bathroom improvements: Painting and fixtures
- Apply for grants from Geauga-Trumbull Solid Waste:
  - Two scrap tire drop-off dates; May 7 & October 1, 2022 (\$4,171)
  - Drop-off Site Improvement Assistance: (\$15,000)
  - Piping, Fencing and Cameras at current recycle location
  - Recycling containers for Township Park (\$3,500)

**Property Maintenance Code Officer Ross:**

- Building Permits issued in February:
  - 1213 S. Albright McKay (roof replacement)
  - 895 David Lane (roof replacement)
  - 7257 Warren Sharon Rd. – Fuel Express (to be demolished and new station built.
- Ongoing issue on Cleveland St. (overflowing dumpster) – Cocca Development – long term solution hopefully when weather breaks
- New complaint – Corner of Lorraine St. and State Line Rd. (debris, 4 wheelers, etc.)
- Norris/Phillips (8085 Warren Sharon Rd.) Hearing held 2/10/22 – Magistrate gave owners 60 days to "purge their contempt"
- Trumbull County Health Department continues to assist with complaints at 678 Boyd St; 8118 Diamond St.; 600 block of Hazelton St.(Debris/solid wates); 8000 block of Davis St. (scrap tires); and Linden St. near Diamond St. intersection (solid waste, etc.)
- Re-plat: 890 Irvine Ave. Fast Break Convenience Store and Gas Station. Access issue.

**Fire Department – Trustee Suttles (Chief at a conference)**

- The State Fire Marshall's Office recognized Alivia Sanford as our local State winner for Fire Prevention poster within our schools
- Working on grant award projects. We have recv'd notice that our thermal imaging cameras awarded through the Firehouse Subs Grant have been ordered. We are beginning to put together specs for the UTV& Trailer awarded through the ODNR VFA Grant
- Working on a fire prevention initiative for apartment complexes and high-risk areas of the township (preliminary stages) Employees will continue to follow PPE protocols. Will continue to do doorway assessments and report finding to the on-call emergency physicians.
- Working on quotes for new "man" door at Station 18
- As previously reported, we are seeing a pronounced decline of part-time employees and their availability for the schedule & events.
- Still continuing to seek out new part-time/vol. employees through multiple different channels
- Hartford Trustees approved the spending of additional CARES Act monies for uniform maintenance monies for employees.
- Firehouses will remain closed to the general public. I will continue this order to protect employees and the public from the possibility of infection. I will also continue to monitor

reports daily and re-evaluate this decision every 3-4 weeks. This will allow for at minimum fourteen (14) days to accurately see if we have substantial fluctuations in numbers and the virus re-emerges. We have reopened for persons that are vital to our operations and to students for completion of their course requirements.

- Employees will continue to don PPE while on calls where they are in close contact with patients, i.e.. back of the ambulance, or in a small room. Patient's will continue to be masked in the back of the ambulance and before being taken into the emergency department at any hospital until the hospitals themselves lift that order
- We will continue to do doorway assessments and report any findings to the on-call emergency physicians, if we suspect or we know that a patient is positive for the COVID-19 Virus
- We will continue to disinfect and sanitize each apparatus and its equipment after use to ensure no cross contamination occurs while caring for our patients

MOTION TO ADJOURN: 9:18 a.m.

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

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

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

**GENERAL MEETING  
MARCH 7, 2022**

CALLED TO ORDER AT 7:00 p.m. by Trustee Dan Suttles.

Community Prayer

The pledge of allegiance was observed.

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

- **Resolution M-22-52** Motion by Mr. Ferrara, seconded by Mr. Suttles to accept the minutes of the meetings held in February 2022. Roll Call: Mr. Suttles-yea; Mr. Ferrara-yea; Mr. Haun-absent. Motion carried 2-0.
- **Resolution M-22-53** Motion by Mr. Suttles, seconded by Mr. Ferrara to accept the payments of the bills in the month of January in the amount of \$151,646.70 and table the motion to pay the bills for the month of February 2022. Roll Call: Mr. Ferrara-yea; Mr. Suttles -yea; Mr. Haun-absent. Motion carried 2-0.
- **Resolution M-22-54** Motion by Mr. Ferrara seconded by Mr. Suttles to accept the financial statements for the month ending January 31, 2022 and table the financial statements for the month ending February 28, 2022. Roll Call: Mr. Suttles-yea; Mr. Ferrara-yea; Mr. Haun-absent. Motion carried 2-0.

**COMMUNICATIONS:**

- Trumbull County Engineer, RE: Tru – 1<sup>st</sup> 2022 Countywide road improvements.

**POLICE REPORT** – Chief Faustino

- Final Cost for new cruiser.
- **Resolution M-22-55** Motion by Mr. Suttles, seconded by Mr. Ferrara to authorize the annual contribution to Mahoning Valley Crisis Response Team in the amount of \$2000. Roll Call: Mr. Ferrara-yea; Mr. Suttles -yea; Mr. Haun-absent. Motion carried 2-0.

**FIRE REPORT** – Chief Masirovits

- **Resolution M-22-56** Motion by Mr. Suttles, seconded by Mr. Ferrara to hire Joseph Koziel III as a part-time Fireman II/EMT at the basic rate of \$10.15/hour and no additional benefits. Roll Call: Mr. Suttles-yea; Mr. Ferrara-yea; Mr. Haun-absent. Motion carried 2-0.

**ROAD/CEMETERY REPORT** – Supervisor Fredenburg

- Scrap Tire dates are: Saturday May 7<sup>th</sup> and October 1<sup>st</sup> 8 am to noon.
- **Resolution M-22-57** Motion by Mr. Suttles, seconded by Mr. Ferrara to hire Cerni Motors to perform repairs on the 2005 Model 7400 International Plow Truck at the cost of \$10,000.00 based on warranty. Roll Call: Mr. Ferrara-yea; Mr. Suttles -yea; Mr. Haun-absent. Motion carried 2-0.
- Syme Street paving – bid opening March 25, 2022, estimated cost \$178,000.00 – township match is 16% which should equal \$28,480.00.
- In-house berming throughout the year.
- In-house sweeping March – April.

- **Resolution M-22-58** Motion by Mr. Suttles, seconded by Mr. Ferrara to hire Wayne Jarrett as a seasonal part-time cemetery employee at the rate of \$12.00 per hour with no additional benefits. Effective March 8, 2022 through October 31, 2022. Roll Call: Mr. Suttles-yea; Mr. Ferrara-yea; Mr. Haun-absent. Motion carried 2-0.
- Cemetery Spring Cleanup scheduled April 15<sup>th</sup> through April 20<sup>th</sup>, 2022
- Motion to allow the selling of cremation columbarium niches located in Section "N" of the cemetery previously made in January. Motion M-22-45.
- **Resolution M-22-60** Motion by Mr. Suttles, seconded by Mr. Ferrara to apply for three separate grants through Geauga-Trumbull Solid Waste Management District: Scrap Tire Grant (\$4,171 – no matching funds); Recycling Site Improvement (\$15,000 – 10%match); and the Go Green Community Grant (\$3,500 – no matching funds). Roll Call: Mr. Suttles-yea; Mr. Ferrara-yea; Mr. Haun-absent. Motion carried 2-0.

#### PARK REPORT

- **Resolution M-22-59** Motion by Mr. Suttles, seconded by Mr. Ferrara to hire Keith Aubel as seasonal part-time employee at the park at a rate of \$11.00 per hour with no additional benefits, effective March 8, 2022 to October 31, 2022. Roll Call: Mr. Ferrara-yea; Mr. Suttles -yea; Mr. Haun-absent. Motion carried 2-0.
- Obtaining quotes for new park grass mower (3)
- **Resolution M-22-61** Motion by Mr. Suttles, seconded by Mr. Ferrara to approve the use of the park by the Adaptive Baseball League. Roll Call: Mr. Ferrara-yea; Mr. Suttles -yea; Mr. Haun-absent. Motion carried 2-0.

#### CODE ENFORCEMENT REPORT – Trustee Suttles

#### VAN REPORT – Mr. Ferrara

- We currently have two drivers who have been very generous with their flexible availability to allow the township to provide more services as needed. New drivers are still needed.

#### OLD BUSINESS-

- Easter Egg Hunt is scheduled for April 9<sup>th</sup>. Currently accepting donations of pre-wrapped candy to fill eggs, small toys for the Easter baskets or monetary donation to help purchase needed items.

#### NEW BUSINESS:

- Received quotes for roof repair for the Administration building. Set work session to review the quotes.

#### PUBLIC COMMENTS:

- Ray Haun: Welcomed Supervisor Fredenburg back.
- Pastor Smith: Thanked the township for the use of the Fire Hall.
- Mark Sees: Experiencing flooding on lower Budd St. from the street project
- Valerie Kokor: update on grant denial. The Gazebo is not old enough. Still waiting on the county funding. Suggested creating other avenues for funding.
- Mrs. Radachy: asked if the trustees actively work at getting businesses to come to Brookfield.
- Orangeville Custer will be closed down to build a pipe

#### TRUSTEES COMMENTS:

- Trustee Ferrara: Spoke to the comments from the public. Working on street lights. Can be contacted regarding interest in new lights. Thanked everyone for coming to the

meeting.

- Trustee Suttles: Talked about the Go Green grant and where to concentrate next. Will be having neighborhood meeting in April.

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MEETINGS:

MOTION TO ADJOURN: 8:39 p.m.

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

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

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

**SPECIAL MEETING  
MARCH 28, 2022**

The Trustees of Brookfield Township met in a special session on Monday, March 28, 2022 at 8:04 a.m. at the Administration Building.

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

Also present: Chief Masirovits; Chief Faustino; Supervisor Fredenburg, and Pete Ross.

**DEPARTMENTAL MEETING**

**Fire Department – Chief Masirovits**

- Firehouse Subs grant for new thermal imagers has been closed and the equipment is in service.
- Ohio EMS Grant for 2022 has been submitted along with OSFM Equipment Grant
- Working on a fire prevention initiative for apartment complexes and high-risk areas of the township.
- April 8<sup>th</sup> will be participating in the Trumbull County Educational Services Civic Day and will be escorting two students from BHS around the Firehouses in an effort to recruit more people . Will then attend a luncheon with the students, staff of BHS, and other civic leaders.
- Ambulance #1 had the rear bumper replaced and are waiting on new door handles.
- Ambulances had snow tires removed and new tires replaced as necessary
- Will be asking the trustees to approve the spending of up to \$30,000.00 for the purchase of a UTV, skid unit and trailer.
- Annual Ground Ladder Testing completed
- Will be asking the trustees to approve Rien Construction Company to replace the front apparatus man door on Station 18.
- Received Captain Williamson's resignation. Left to become the Fire Chief in Newton Falls.
- Continuously monitoring the statistics & guidance released from local, state, and federal agencies concerning COVID-19.

**Chief Faustino:**

- Speed trailer has been purchased (\$742.50) from Fairlawn, Ohio and will be picked up this week. Hoping to have in service by May 1<sup>st</sup> or earlier.
- New vehicle may take up to 40 weeks for delivery.
- Transmission rebuilt in the 2017 Explorer at a cost of \$4,175.00.

**Supervisor Fredenburg**

- Award bid for Syme St. paving at the monthly meeting.
- Set meeting for discussion on the 2022 Road Program.
- Planning Commission – April 5<sup>th</sup> and 12<sup>th</sup>
- Tire pickup May 1<sup>st</sup> and in October (\$4171.00)
- Road sweeping in April.
- Columbarium sales
- Cemetery seasonal employee will start April 1<sup>st</sup>.
- New door lock on concession stand – new codes

- Bathrooms opened for the season at the park
- Park seasonal employee started March 23<sup>rd</sup>.
- April 22<sup>nd</sup> school coming for cleanup at park
- Will be installing four recycling containers at the park.

**Property Maintenance Code Officer Ross:**

- Building Permits issued in March: 1164 Warner Rd (Change of Uses), 940 Irvine Ave, 888 State Route 62, 890 Irvine Ave, (all 3 properties to be demolished), and 5940 Warren Sharon Rd, (Roof Replacement).
- Notices of violation are going out for 8141 Davis St and 8244 Lincoln St-- Structures are in disrepair.
- Complaints at 1247 Albright McKay Rd, 540 Cleveland St, and 8199 Ohio St have been resolved.
- Carvin at the Landbank has indicated that asbestos testing at the Shuster's Restaurant building on Brookfield Ave is now complete. Is waiting on grant funding.
- Received a commitment from Mike Robinson at the Treasurers Office that tax foreclosure will finally be started at 8071 Davis St. --Vacant trailer.
- Trumbull County Health Department continues to assist with complaints at 678 Boyd St, 8118 Diamond St, 600 block of Hazelton St. (Debris/Solid Waste), and 8000 block of Davis St. (Scrap Tires and solid waste), and Linden St. near Diamond St intersection (solid waste, etc.).
- Construction of block foundation is underway at Fuel Express gas station project at 7257 Warren Sharon Rd.

**Resolution M-22-62 Motion by Mr. Suttles, seconded by Mr. Ferrara to accept the Revenue Budget as presented. Roll Call: Mr. Ferrara-yea; Mr. Suttles-yea; Mr. Haun-absent. Motion carried 2-0.**

**Resolution M-22-63 Motion by Mr. Suttles, seconded by Mr. Ferrara to accept the Annual Appropriation Resolution as presented. Roll Call: Mr. Suttles-yea; Mr. Ferrara-yea; Mr. Haun-absent. Motion carried 2-0.**

**MOTION TO TEMPORARILY ADJOURN FOR TEN MINUTES: 11:35 a.m.**  
Motion by Mr. Suttles, seconded by Mr. Ferrara. All yea.

**MOTION TO RETURN TO REGULAR SESSION: 11:45 a.m.**  
Motion by Mr. Suttles, seconded by Mr. Ferrara. All yea.

**MOTION TO GO INTO EXECUTIVE SESSION: 11:47 a.m.**  
Motion by Mr. Suttles, seconded by Mr. Ferrara to discuss personnel issues. Roll Call: Mr. Suttles – yea; Mr. Ferrara -yea; Mr. Haun-absent. Motion carried 2-0.

**MOTION TO GO BACK INTO REGULAR SESSION: 8:50 a.m.**  
Motion by Mr. Suttles, seconded by Mr. Ferrara to return to regular session to discuss the Administration Building roof repairs. Roll Call: Mr. Ferrara-yea; Mr. Suttles-yea; Mr. Haun -absent. Motion carried 2-0.

**Resolution M-22-64 Motion by Mr. Suttles, seconded by Mr. Ferrara to hire Holco to do the roof repairs with a 20 year warranty and a cost not to exceed \$25,000.00. Roll Call: Mr. Suttles-yea; Mr. Ferrara-yea; Mr. Haun-absent. Motion carried 2-0.**



MOTION TO ADJOURN: 11:54 a.m.

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

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

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