

MINUTES OF THE MEETING OF THE
CITY OF BRECKSVILLE CITY COUNCIL SPECIAL SESSION

HELD: January 25, 2024

Page 1

Call to Order

Council President Caruso called the meeting to Order at 2:00 PM

Roll Call

Present: Dan Bender, Dominic Caruso, AJ Ganim, Mark Jantzen, Ann Koepke, Beth Savage.

Absent: Brian Stucky.

Items for Consideration

Department Directors and City Staff members presented information regarding procedures and staff within their departments.

1. Law Director David Matty

Introduction to Municipal Government, Charter vs. non-Charter Municipal Corporation, Role of Council, Codified Ordinances, Emergency Legislation, Attorney Client Privilege, Sunshine Law, Open Meetings, Executive Session, Public Records, Abstention, Ohio Ethics Commission, Employee Handbook.

2. Mayor and Director of Public Safety Daryl Kingston

Framework of Brecksville Government and Charter, Department Directors, Policies & Procedures.

3. Monica Bartkiewicz- Planning & Community Development

Grants, Planning Commission, Economic Development

4. Recreation Director Rachele Engle

Staff, Recreation Commission, Facilities & Fields, Rentals, Child Care, Fitness, Athletics, Aquatics, Concessions, Special Events.

5. Jinny Farr website/Bulletin

Visual Communications, Website, Bulleting, Calendars, Social Media, Home Days

6. IT Department - Dan Grein

IT Services, Network, Staff, Equipment

7. Mayor's Court Shelley Kazimore

Ticket Processing, Collect Fines, Garfield Heights Municipal Court, Cuyahoga County Juvenile Court

8. Service Director Joe Kickel

Staff, Budgets, Duties, Buildings & Grounds, Cemeteries

9. Police Chief Stan Korinek

Responsibilities, Staff, Patrol, Investigations, Vehicles, Outreach.

10. Human Services Director Dr. Steve Paciorek

Services, Staff, Seniors, Therapy Pool, Community Outreach, Fitness, Activities, Volunteering, Special Events, Honor Tree, Public Health & Wellness, Membership

11. Building Commissioner CBO Scott Packard

Staff, Ordinances & Enforcement, Budget, Duties & Responsibilities, Boards & Commissions

12. Purchasing Director Becki Riser

Staff, Responsibilities & Procedures, Items for Council Consideration

13. Finance Director Laura Starosta

MINUTES OF THE MEETING OF THE
CITY OF BRECKSVILLE CITY COUNCIL SPECIAL SESSION

HELD: January 25, 2024

Page 2

Staff, Accounting & Auditing, Budget, Treasury Management, Payroll & Personnel, Accounts Payable, Accounts Receivable, Community Improvement Corporation.

14. Clerk of City Council Tammy Tabor

Duties & Responsibilities, Meetings, Contact, Public Records, Education & Training.

15. Fire Chief Nick Zamiska

Staffing, Fire, EMS, Vehicles & Equipment, Southwest Emergency Response Team, Funding, Grants, Inspection Program, Training, Firefighters Association, Community Outreach

16. Other Matters Deemed Appropriate

Law Director Matty introduced City of Brecksville Prosecutor Lisa Sabol. Ms. Sabol has an office at the Police Station and works closely with the Police And Mayor's Court. Law Director Matty said he will present legislation to Council requesting the inclusion of Assistant Law Director in the job duties of Lisa Sabol.

Prosecutor Lisa Sabol

Duties, Responsibilities, Office hours and location.

Adjournment

Motion by Caruso, Seconded by Savage to Adjourn.

Voting Yea: Caruso, Ganim, Koepke, Savage, Bender, Jantzen.

Mayor and Safety Director: Daryl Kingston

City Council Members: Dominic Caruso, *President*; Beth Savage, *Vice President*;
Dan Bender, AJ Ganim, Mark Jantzen, Ann Koepke, Brian Stucky.

Clerk: Tammy Tabor

PRESIDENT OF COUNCIL

CLERK OF COUNCIL