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**VILLAGE OF OAKWOOD**  
**COUNCIL MEETING MINUTES**  
April 28, 2020

**ATTENDED**

Johnnie Warren – Council President	Gary Gottschalk - Mayor
Elaine Gaither – Council-at-Large	James Climer – Law Dept
Chris Callender – Ward 1	Mark Garatt-Police Chief
Eloise Hardin – Ward 2	Brian Thompson-Finance Director
Melanie Sanders – Ward 3	Tom Haba – Service Dept
Patricia Rogers – Ward 4	Danielle Marinucci – CBO
Candace Williams – Ward 5	

**ABSENT:**

James Schade – Fire Chief	Crystal Williams – Housing Inspector
Ed Hren - Engineer	Carlean Perez-Recreation Director

\*= *Late Arrival*

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Meeting opened by Warren at 7:02pm  
Pledge of Allegiance was recited  
Roll Call was taken

Motion to approve minutes of April 14, 2020 Council meeting made by Hardin seconded by Callender  
7 YES: Warren, Gaither, Callender, Hardin, Sanders, Rogers, Williams

*Departmental Reports*

**Law-Climer:** Regarding the Charter Review Commission, you should have received a memo a few weeks ago with suggested recommended items for consideration. At the last meeting, members of the commission had no suggestions except Section 7.07 stating persons appointed to a Council vacancy serve an unexpired term instead of the appointee having to run for office various times depending upon when the person was appointed in the term. Deb should have sent the proposal to Council. We anticipate voting on suggested changes at the next CRC meeting so Council has ample time to act on those for submission to the Board of Elections. **Williams:** Mestnik sent a document, what was the reason we received that. **Clerk:** I forwarded his email to Council today at his request. Mr. Mestnik is on the list of those who wish to be kept up to date on Village business.

**Service-Haba** thanked Council for passing the Salt Contract on short notice. We ordered 600 tons of salt. In the last few years we ordered 1000 tons, but with the mild winters, we don't see the need to order that much. We believe we have plenty. On good weather days, we are back to our regular schedule. When it is raining, I split people up so we don't have as many inside. **Warren:** Are the Directors and Chiefs offering PPE for employees and advising employees of precautionary measures? **Haba:** We told everyone what should be followed. We have masks from the Fire Dept. for employees to use. Employees use separate vehicles as much as possible.

**Garratt:** We staggered starts for officers. The Captain and I switch days. We also have PPE from the County, donations and we are using them as well as social distancing. We will also follow the Governor's protocols bringing back employees. We will be moving office furniture around to keep social distancing. **Warren:** Do we have the recommended documentation for each employee outlining precautions the Governor has imposed? I recommend, we should have something documented making the employees aware of the guidelines to avoid any possible litigation if someone

contracts Covid-19. **Haba:** I will tell the guys to post it weekly. **Warren** expressed concern for summer help. **Garratt:** We will have those guidelines posted. We can adopt whatever rules you want. Yesterday the Governor mandated masks but today, he relaxed that a bit. **Mayor:** We have three people in the office five days a week answering the phones. Brian is here six days a week and I am in the office seven days a week. We have masks, but nobody uses them. It is up to them if they care to use them. We have GM Industrial here in Oakwood who is supplying us with disinfectant for Village Hall, Police and Fire.

**Finance-Thompson:** To save cash, I have been handling payroll duties, although we have plans in place to contract it out. We closed March on the 22nd. The 2018-2019 audit commenced with a two-part process. I am also working closely with RITA to obtain income tax projections for the Village with the Covid-19 effects. I anticipate receiving the information to implement the budget cut plan. We hope to have that information to discuss at the next Finance meeting. Oakwood will not be immune to Covid-19. I have been watching the cash flow closely. I am also working with our Bond Counsel for possible cost reduction to our notes. The total cost of floating the note for the property is \$105,795. Premier sent an email which states "Brian, Premier Oakwood will pay the additional costs of land acquisition as agreed signed by Kevin R. Callahan, Senior Vice President Premier Development." **Williams:** Where are we on the Finance meeting schedule? **Thompson:** I submitted the schedule to Council. I also provided an opinion from GFOA, a well respected Financial Organization, making recommendations to carry two months of cash on the books at all times. I gave a brief exhibit of the cash flow for Oakwood. It equates to \$1.6. We project to be at \$400,000 to \$450,000 at year's end. I hope to gather more information and discuss that at the next Finance meeting. **Williams:** What adjustments have you made so far. **Thompson:** We are waiting for the numbers from RITA. We will then put together a final plan. **Williams:** You will then provide areas to cut? **Thompson:** Yes. **Warren:** The reason we did not hold the Finance meeting today is because we did not get the information from Finance in time for Council to digest the report submitted. Hopefully we will have the RITA numbers as well for the next meeting. **Williams:** Meetings were cancelled and that cannot happen in the current climate. **Thompson:** I have that schedule together and I will make sure we meet those timelines.

**Building-Marinucci:** On the Ward 4 Exterior Maintenance update, \$80,000 was appropriated in 2019 of which \$47,900 was spent in 2019. So far in 2020, we have \$5,900 spent with \$26,150 remaining balance. The second item is the Bugarcic property which is moving forward. The building will be similar to the building at route 91 and Route 6 in Willoughby. **Rogers:** I asked you over the phone about two projects completed in January when you were out on medical leave. Who confirmed that work? **Marinucci:** Crystal Williams confirmed the work and did the final inspection. **Hardin** asked the name of the facility the market will mimic. **Marinucci:** Sun Plum. It is a beautiful building. **Williams:** Are we reviewing the Ward 4 repairs for this year. **Thompson:** We are looking at \$26,150 which is left for 2020. **Williams:** What is the target date to bring in revenue from this project? **Mayor:** Near the end of 2022 due to the current climate. **Williams:** There will be a lapse in the maintenance program? **Mayor:** Yes until we can justify the higher expenditure.

**Police-Garratt:** We will be bringing back employees. It has been challenging and no less for the Police Dept, with an increase in the volume of calls, most of which are domestic situations. We have had adequate staffing. We are following the Governor's protocols. We look forward to having two civilian employees coming back May 4th on staggered schedules following the Governor's lead. **Warren:** The increase in domestic calls is attributed to the stress of staying at home due to Covid-19 restrictions. **Hardin:** What two civilian employees? **Garratt:** Niki and Rita. **Hardin:** They will be back full-time? **Garratt:** They have been working from home and coming in when they are needed. They will come in on staggered shifts, slowly. We don't want to expose people, that would be devastating.

**Mayoral-Mayor:** I want to recognize three individuals who passed away; Myron Matlock Sr., at 63. David Pacino, 62, die of the virus as well. Birch Veneer Jr., 61, who was head of ChemSafe., GM Industrial passed away of a heart attack. The company manufactures disinfectants which kill the virus. They have a state-of-the-art lab which produces 20,000 gallons of disinfectant per day. Thermo Fisher Scientific Oakwood facility manufactures radiation detection equipment and performs research. The company also designs micro disinfectants in Atlanta, Their headquarters is in Boston.

*Open Floor Comments-hearing none, floor was closed.*

*Legislation*

2020-31 A resolution of condolences to the family of Mary A. Harris

MOTION TO SUSPEND made by Hardin seconded by Sanders  
7 YES-Warren, Gaither, Callender, Hardin, Sanders, Rogers, Williams  
MOTION TO ADOPT made by Gaither seconded by Hardin  
7 YES-Warren, Gaither, Callender, Hardin, Sanders, Rogers, Williams

2020-32 A resolution urging Congress to pass a stimulus package to fund municipalities amid Covid-19

**Hardin:** When we get this information, I would like to see all Council members' names on this as well as the Council President and the Mayor when it is sent to Congress. **Clerk:** We can make that happen.

MOTION TO SUSPEND made by Rogers seconded by Hardin  
7 YES-Warren, Gaither, Callender, Hardin, Sanders, Rogers, Williams

MOTION TO ADOPT made by Gaither seconded by Hardin  
7 YES-Warren, Gaither, Callender, Hardin, Sanders, Rogers, Williams

**Warren:** This is a serious matter we are facing. I work in the field. Certain food processing plants are closing which will affect the purchase of meats, etc. Please be mindful of wearing your masks. I am happy to see a lot of people wearing protective gear. I am concerned about everyone's health. **Rogers** asked about a resolution for Mr. Matlock. **Clerk:** That is already in the process. **Hardin** asked the Clerk to explain a resolution from Council and State Reps for the Youth Council. **Clerk:** I have contacted Rep. Phil Robinson, asking for a resolution for each of the youth in the program. This is a very unusual year. We will not be able to hold an in-person ceremony for them as we have had in the past. We are hoping to have the Bedford students honored by the Bedford Council and Bedford Heights students honored by Bedford Heights Council and Oakwood students honored by Oakwood through a resolution or certificate. Five of them are graduating and I have their pen sets for presentation. **Hardin:** They really look forward to the ceremony. This is the first time they will not have one as we have done in the past. These resolutions will be helpful to them as they enter different colleges. *Council* agreed. Deb makes it happen. **Clerk:** Thank you.

Motion to adjourn by Callender seconded by Gaither  
7 YES-Warren, Gaither, Callender, Hardin, Sanders, Rogers, Williams

Adjourned at 7:51 pm

Approved: \_\_\_\_\_

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Johnnie Warren, Council President

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Debra L. Hladky, Clerk of Council

**VILLAGE OF OAKWOOD  
COUNCIL WORK SESSION MINUTES  
April 28, 2020**

**ATTENDED**

Johnnie Warren – Council President	Gary Gottschalk - Mayor
Elaine Gaither – Council-at-Large	James Climer – Law Dept
Chris Callender – Ward 1	James Schade – Fire Chief
Eloise Hardin – Ward 2	Brian Thompson-Finance Director
Patricia Rogers – Ward 4	
Candace Williams – Ward 5	

**ABSENT:**

Melanie Sanders – Ward 3	Tom Haba – Service Dept
Ed Hren - Engineer	Danielle Marinucci – CBO
Carlean Perez-Recreation Director	Crystal Williams – Housing Inspector
Mark Garatt-Police Chief	

No meeting was held

Approved: \_\_\_\_\_

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Johnnie Warren, Council President

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Debra L. Hladky, Clerk of Council