

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