



Caucus & Regular Council Meeting Minutes
Tuesday, February 8, 2022
7:00 p.m.

CAUCUS:

The caucus meeting was called to order at 7:00 pm.

ROLL CALL: S. Scaffide, S. Barr, D. Walker, G. Bellan, B. Furey, D. Post and K. Labbe

ABSENT:

ALSO PRESENT: Ted Yates, Mayor
Matt Vazzana, Law Director
Sarah Buccigross, Finance Director
Shannon Collins, Clerk of Council
Mark Gutowski, Senior Communications Administrator

Presentations:

No presentations this evening.

Items for Discussion:

No items for discussion this evening.

Audience Participation:

No audience participations this evening.

Pending Legislation:

Resolution 10-2022 – Mr. Scaffide stated this resolution is the acknowledgement that council has reviewed the financial statements for the last quarter of 2021.

Ordinance 11-2022 – Mr. Scaffide stated this ordinance is to amend Chapter 1173 of the codified ordinances regarding signs. The change is to incorporate the summary table to this section.

Mr. Vazzana stated that there are a few clean up items included in the revised legislation that was sent today. The city staff identified that a couple things were left out in the 07-2021 legislation. This includes these items and the summary table. Mr. Bellan asked to clarify that there are no significant changes to what was last voted on. Mr. Vazzana stated that was correct.

Resolution 12-2022 – Mr. Scaffide stated this resolution is to confirm Planning Commission's recommendation that "Kennel" is a use similar to Veterinary Hospital or Clinic use, and therefore should be allowed as a permitted use set forth in the I-2 District.

Mr. Post asked if there were any current interest for this request. The mayor stated there is someone interested at this time. There is an applicant that would like to put one in in the industrial area past Enterprise Parkway.

Ordinance 13-2022 – Mr. Scaffide stated this ordinance is to adopt and approve the storm water management program for Twinsburg. Amy Mohr will be giving a presentation at the council meeting. Council will read this three times and an emergency will be place on the third reading.

Ordinance 14-2022 – Mr. Scaffide stated this ordinance is to accept the bid of Perrin Asphalt for the 2022 Road Improvement Project. The amount of the bid was \$1,455,680.25.

Mr. Post asked if the sidewalks were included in this. Ms. Mohr stated there is about \$50,000 included for sidewalks. The sidewalks being prepared are from a list provided by the Service Department. These are usually the Service Department cannot do with their slab-jacking program and are more of the type of repairs related to utility failures.

Miscellaneous:

Mrs. Labbe and Mrs. Walker spoke about a presentation at the next council meeting to honor some resident for Black History Month.

Mr. Furey asked Building Commissioner, Keith Foulkes if the city is working on a better work flow for the ARB meetings. Mr. Foulkes stated he had conversations with the Law Director regarding this and they are hoping to have something prepared for the next ARB meeting.

Mr. Scaffide stated he will be making a motion in the regular meeting for a new liquor permit for Hong Hai Properties, Inc. which is located at 8941 Wilcox Drive. They are requesting a D5i permit.

No further miscellaneous this evening.

Meeting adjourned at 7:12 pm.

Regular Council Meeting:

Mr. Scaffide called the Regular Council meeting to order at 7:30 pm.

ROLL CALL: S. Scaffide, S. Barr, D. Walker, G. Bellan, B. Furey, D. Post and K. Labbe

ABSENT:

ALSO PRESENT: Ted Yates, Mayor
Matt Vazzana, Law Director
Sarah Buccigross, Finance Director
Shannon Collins, Clerk of Council
Mark Gutowski, Senior Communications Administrator

INVOCATION & PLEDGE OF ALLEGIANCE:

Mr. Barr bestowed the Invocation and Pledge of Allegiance.

APPROVAL OF MINUTES:

MOTION: TO APPROVE THE MINUTES FROM THE REGULAR COUNCIL MEETING OF JANUARY 25, 2022

Moved by B. Furey seconded by S. Barr

Upon roll call motion passed unanimously

AWARDS & PRESENTATIONS:

City Engineer Amy Mohr did a presentation on the NPDES Storm Water Management Plan. She stated that this was presented to Environmental Commission last week and they will be reviewing and making a recommendation to council in March. The plan is posted on the city website along with a resident comment section for additional feedback. The plan is a living document and can be adjusted in the future. The report needs to be filed by April 1, 2022.

No further awards or presentations this evening.

AUDIENCE PARTICIPATION:

Sue Clark – 9845 Crestwood

Mrs. Clark spoke about snow plowing. She stated she spoke at the last meeting and since has contact the Building Department and found out there are 30 permits issued for snow plowing. She was also told that they are not using the decals. Mrs. Clark stated that now may be a good time to think about changing to the window clings. She let council she spoke to the mayor and let him know that Jaren from the Service Department did a fantastic job with the Senior Snow plowing and did not block the sidewalks in.

Matt Nolan – 30006 Henkle Drive

Mr. Nolan stated he is the Vice President of Development with Bunnell Hill Development. He was speaking on behalf of spoke about Pet Suites which is hoping to go in on Darrow Road. He stated he was here to answer any questions council may have. He stated he is going before the ARB in two weeks and Planning Commission in three. Mr. Nolan stated that Pet Suites offers a full range of care from day care, overnight stays and grooming services.

No further public participation this evening.

COUNCIL COMMUNICATION AND REPORTS

David Post - Environmental, Finance, Capital Improvements, Public Works

- Environmental Commission met on 2/1. They had a presentation on the NPDES program from Patrick Jeffers. Stated that the city is fortunate to not charge our residents the per house hold fee. The committee will be doing events for Arbor Day, a Clean-up Day and Document Shredding. More info on these to come. Their next meeting will be on 3/1 at 7:00pm

- Stated he attended the Rotary meeting last week and encouraged residents to come to a meeting and learn about the good things our Rotary Club is doing. They meet on Wednesday evenings at 7:00pm at the VFW.
- Nothing to report this evening

Bill Furey – ARB, Finance, Treasury Investment, Tax Incentive, JEDI

- The ARB meeting scheduled on 2/3 was cancelled due to weather. Next meeting is scheduled for 2/17.
- Attended the JEDI work session on 1/26. Next work session is 3/9.
- CIC will meet on 2/10 at 5:00pm.
- The next Finance Committee meeting will be 2/22 at 5:30pm.
- Wished Mrs. Labbe a Happy Birthday.
- Nothing further this evening

Scott Barr – Planning, Public Safety, Volunteer Fireman’s Board, Community Relations

- The Planning Commission’s next meeting will be on 2/28.
- Thanked the Pet Suites representatives for attending the meeting.
- Nothing further this evening

Daisy Walker - Charter Review/Oversight, Chamber, Community Relations, JEDI

- Was unable to make the Community Relations meeting due to the weather.
- Stated that per the Chamber of Commerce a representative from council is no longer needed for their board.
- Nothing to report this evening

Sam Scaffide – BZA, Public Works, Public Safety

- BZA met on 1/26 to hear appeal 01-22. The applicant did not show up. The next meeting will be on 2/23 at 6:30pm.
- Safety Committee will meet on 3/8 at 6:00pm
- Public Works Committee will meet on 4/12 at 6:00pm
- Stated there are stills boards and commission spots that have no applicants. Encouraged residents to apply using the city website.
- Wished Mrs. Labbe a Happy Birthday.
- Nothing further this evening

Greg Bellan – Finance, Golf Advisory, Public Works, Public Safety

- Finance Committee will meet on 2/27 at 5:30pm.
- Public Safety will meet on 3/8 at 6:00pm.
- Attended the Golf Advisory Board’s next meeting will be 3/15.
- The next Public Works Committee meeting will be on 4/12/2022
- Nothing further this evening

Karen Labbe - Parks & Recreation, JEDI, Fitness Advisory, Twins Day, Districting

- Attended the JEDI work session on 1/26 with the consultant Dr. Tamika Taylor.

- Twins Day Committee met on 2/2. They announced their theme for this year as ‘Welcome 2 the Jungle’. The festival will take place on August 5-7th. Their next meeting will be on 3/9 at 7:00pm at the Twins Day office.
- Will be attended the CIC meeting on 2/10.
- Thanked Laura Siefer for all she does for our seniors.
- Thanked the Service Department for all their hard work with the plowing.
- Stated there are still some boards and commission openings and encouraged residents to apply.
- Nothing to report this evening

MAYOR’S REPORT:

- Stated the seasonal jobs are post on the city’s website for all departments
- Thanked the Service Department for their hard work. Stated he did a ride along with the department and Mark Gutowski was also able to get some drone footage of plowing in cul-de-sacs.
- Thanked Laura Siefer for her dedication to the city and its residents. Stated she is a great asset to all and the seniors love her.
- Stated COVID cases are down in the area and the city continues to monitor the numbers.
- Spoke about the yearend finances. Thanked Mrs. Buccigross, council and all of the department heads for their hard work on these.
- Wished Mrs. Labbe a Happy Birthday
- Nothing further this evening

DEPARTMENT HEAD REPORTS:

Keith Foulkes – Chief Building Inspector

- Snow plowing contractors are required to be registered. All those registered get a certificate from the city. The city will be working on a sticker for next season.
- Online permitting system – public portal – residents and administrators will be able to log in and obtain reports from permitting system including registered snow plow contractors that are current
- Bensie property - Law Department to move forward with legal action
- Blue Top – Property is also with the Law Department for legal action
- Lake View Lodges – This property is also condemned an in the legal department.
- Tulum Restaurant – has had some contractor owner issues but plans to open in 90 days.
- Burgers to Beer Restaurant – delays due to material delivery delays but plans to open in 45 days
- Conversation via phone with Mr. Baldwin and updated him to his recent inquiries.
- Code enforcement cases and fees collected:
 - 2018 - 71 = 57% closed
 - 2019 – 120
 - 2020 - 89 (Covid year)
 - 2021 - 306 = 49% closed
- Permit income was just over \$1 million dollars in 2021
- \$85 million in valuation added to the community
- 2020 1% fees was \$39,000 in residential projects
- Point of Sales
 - 2018 there was 241 and collected \$12,000 in fees
 - 2021 there was 271 and collected \$13,550 in fees

- 786 contractors registered for a total of \$58,943 in registration fees.

Thomas Mason – Police Chief

Monthly Police & Fire Calls

- Total calls for service – 2,197
- Total for the year – 2,197

Monthly Arrests/Citations Reporting

- Total Counts: 55
- Total Arrested/Cited: 82

Monthly Traffic Crashes

- Injury crashes 3
- Private property 1
- Fatal 0
- Non injury 21
- Total Investigated Traffic Crashes 25

Miscellaneous Information

- Nicholas Wesolowski and Riley Powers were hired as cadets and started on 01/31/2022. They will attend the police academy at Tri-C which starts on 02/07/2022.
- Chief recognized Officers Wayne, Gist and Bartulovic for their life saving efforts on a recent call. Sergeant Quinn emailed the Chief regarding an incident and Chief wanted to make sure these officers were recognized for their efforts and quick response time.

Tim Morgan – Fire Chief

Call Volume

- The fire department ran a total of 361 calls in January, for the year that is 361 calls, which is up 44% compared to last year. Nearly 36% overlap with other calls.

Fire Prevention

- Inspected 16 locations and 5 fire investigations.

Training

- There were 0 hours of Public Education totally over 0 personal contacts
- Department logged 99 training events which was approximately 451 hours of training.

Notable Events:

- Event #22-886, 1/13 @ 01:51: Engine requested for Mutual Aid to Streetsboro for a working house fire. Engine 1 and crew assisted with extinguishment of the fire and overhaul of the scene over a period of about 2 hours. A resident was discovered deceased in the house.
- Event #22-964, 1/14 @ 05:54: Dispatched for a working fire at Burger King. Shift Command, Tower 1, and Engine 2 responded to find active fire in the vent hood system over the fryers, even though the hood suppression system had discharged. The fire was quickly extinguished, no injuries were reported, fire units remained on scene for about 1.5 hours. The establishment is still closed as they wait for materials and equipment for replacement. Mutual aid was received from Macedonia Fire, Hudson Fire, and Hudson EMS.
- Event #22-1035, 1/15 @ 06:20: Tower requested for Mutual Aid to Streetsboro for a working house fire. Tower 1 and crew assisted with vertical ventilation of the roof and extinguishment of the fire over a period of about 1.75 hours.

Points of Interest:

Weather Warning Sirens

- February's monthly test of the system was conducted on the 5th. Most sites functioned properly. The unit at Liberty & Cannon did not have a functional indicator strobe, the unit at Liberty and Post did not function at all, parts for that unit have been on order for an extended period of time.

Personnel

- Promotional Exam for Lieutenant is scheduled for 2/16, with five people participating.
- Fire/Medic Joe Schuerger who serves as a Tactical Medic for METRO SWAT, has been elevated to the Lead Medic position. Joe also assists the Ohio Highway Patrol SWAT when it operates in the region.

Facilities

- None

Fleet

- Ladder 2 returned to service following rebuild of the front breaks that was extended due to waiting on parts.

COVID 19 Operations

- Still maintaining adequate PPE supply. Chief Morgan and Bosso regularly participating in conference calls with Summit County agencies.
- To date, 15 employees with positive Covid tests (3 part time, 12 fulltime)
- To date, 10 employees have been quarantined for periods of time due to positive tests within their households or other significant exposures.

Projects in Process

- None

Current Staffing (as of 2/1/22)

- Currently reviewing the files of candidates, conducting interviews, and background checks for Full and Part Time positions.
 - Full Time Staffing:
 - Part Time Staffing:
 - 33 Fulltime
 - 11 Part-time (1 on extended Leave)
 - 1 Fulltime Executive Assistant
 - 0 Part-time Secretary (Laid-off)

NPDES:

- Nothing to report.

Community Relations and Special Projects:

- Nothing to report.

Sarah Buccigross – Finance Director

January 2022 Close

- Finance is working to close out the January 2022 books. Financials will be posted online when they're available.

2022 Permanent Appropriations

- Department meetings have been completed to adjust items for 2022. Adjustments to the 2022 Temporary Appropriations will continue to be presented at Finance Committee meetings in February and March as Departments present their budgets. First reading on the permanent budget is planned for March 22.

Finance Committee

- The Committee meeting will begin at 5:30pm. Budget Presentations for Engineering and Infrastructure, Economic Development, and Building will be given. A discussion on multi-year capital planning will also be held.

Income Tax Collections

- The City will be closely monitoring income tax collections in 2022 for the impact of continued work from home status for employees. More information will be provided at upcoming Finance Committee meetings.

American Rescue Plan

- Updated guidance has been released for American Rescue Plan funds. Reporting requirements look to have been eased for those communities using the funding for revenue replacement. Twinsburg plans to use some of the funding for revenue replacement.

Ohio Checkbook

- Twinsburg will begin participating in the Ohio Checkbook program this year. 2020 and 2021 year end numbers will be uploaded and the site is planned to be live first quarter 2022.

Regional Income Tax Agency

- RITA has sent out non-filing letters through their subpoena program. Many people only need to file exemption certificates. Forms for filing can be found here: <https://www.ritaohio.com/Forms/Home/IndividualFormDownloads> . Information was also provided in the last newsletter.
- Income tax returns are being accepted now. To find forms please go to www.ritaohio.com for filing as well as refund requests. Drop box is available if you'd like to drop of your documents for RITA to prepare the return or you can file online.

No further Department Head reports this evening.

LEGISLATION

RESOLUTION 10-2022 - A RESOLUTION ACKNOWLEDGING COUNCIL'S RECEIPT AND REVIEW OF THE MONTHLY FINANCIAL STATEMENTS SUBMITTED BY THE FINANCE DEPARTMENT FOR OCTOBER, NOVEMBER AND DECEMBER 2021.

Read by S. Collins

MOTION: TO ADOPT RESOLUTION 10-2022

Moved by S. Scaffide, seconded by G. Bellan

ORDINANCE 11-2022 - AN ORDINANCE AMENDING CHAPTER 1173, "SIGNS", OF THE CODIFIED ORDINANCES OF THE CITY OF TWINSBURG

Read by S. Collins

Mr. Scaffide stated Ordinance 11-2022 now stands on its first reading.

RESOLUTION 12-2022 - A RESOLUTION CONFIRMING THE PLANNING COMMISSION'S DETERMINATION THAT "KENNEL" IS A SIMILAR USE TO THE USES PERMITTED IN THE I-2 INDUSTRIAL DISTRICT

Read by S. Collins

MOTION: TO ADOPT RESOLUTION 12-2022

Moved by S. Scaffide, seconded by S. Barr

ORDINANCE 13-2022 - AN ORDINANCE ADOPTING AND APPROVING THE STORM WATER MANAGEMENT PROGRAM (SWMP) FOR TWINSBURG AS PRESENTLY ON FILE WITH THE CITY ENGINEER AS THE OFFICIAL STORM WATER MANAGEMENT PROGRAM OF THE CITY OF TWINSBURG; AND DECLARING AN EMERGENCY.

Read by S. Collins

Mr. Scaffide stated Ordinance 13-2022 now stands on its first reading.

ORDINANCE 14-2022 - AN ORDINANCE ACCEPTING THE BID OF PERRIN ASPHALT COMPANY, FOR THE 2022 ROAD IMPROVEMENT PROJECT; AND DECLARING AN EMERGENCY

Read by S. Collins

MOTION: TO PLACE ORDINANCE 14-2022 ON THE THIRD AND FINAL READING AND DECLARING AN EMERGENCY

Moved by S. Scaffide, seconded D. Walker

Upon roll call motion passed unanimously

MOTION: TO ADOPT ORDINANCE 14-2022 AS AN EMERGENCY

Moved by S. Scaffide, seconded by K. Labbe

Upon roll call motion passed unanimously

UNFINISHED BUSINESS, NEW BUSINESS, MISCELLANEOUS

Mr. Barr:

- Wished Mrs. Labbe a happy birthday.
- Nothing further this evening

Mr. Bellan:

- Wished Mrs. Labbe a happy birthday.
- Nothing further this evening

Mr. Post:

- Thanked Mrs. Clark and other residents for coming to the meeting and bringing things like the snow plowing issues to council.
- Nothing further this evening

Mr. Furey:

- Nothing further this evening

Mrs. Walker:

- Wished everyone a Happy Black History Month. Read names of some Twinsburg graduates who went on to play professional sports such as Anthony White, James Posey and Kelly Herdon.
- Nothing further this evening

Karen Labbe:

- Thanked everyone for the birthday wishes.
- Nothing further this evening

Mr. Scaffide:

MOTION: That city council does not oppose the new liquor permit for Hong Hai Properties Inc. located at 8941 Wilcox Drive and authorize the Clerk to submit the form to the Ohio Division of Liquor Control.

Moved by S. Scaffide, seconded by B. Furey

Mr. Scaffide stated this is for a new D5i permit.

Upon roll call motion passed unanimously

- Nothing further this evening

Mayor Yates:

- Welcomed Mr. Vazzana as Law Director
- Thanked Service Department for the fantastic work they do.
- Attended Mr. Powers funeral and was able to present his family with a flag
- Nothing further this evening

Mr. Vazzana

- Wished Mrs. Labbe a happy birthday.
- Nothing further this evening

Mrs. Collins

- Wished Mrs. Labbe a happy birthday.
- Added to Mrs. Walker's comments regarding Twinsburg graduate to include the Jackson twins who are both doctors.
- Nothing further this evening

Mrs. Buccigross

- Wished Mrs. Labbe a happy birthday.
- Thanked the new Waste Water Superintendent, Nate Zuege for the tour and assistance with the plant.
- Nothing further this evening

MOTION: TO ENTER INTO AN EXECUTIVE SESSION TO DISCUSS MATTERS PURSUANT TO OHIO REVISED CODE § 121.22(G) (1)(2): PERSONNEL, LAND

Moved by S. Scaffide, seconded by B. Furey

Upon roll call motion passed unanimously

Reconvened Executive Session and stated that personnel and land was discussed.

ADJOURNMENT:

Meeting unanimously adjourned at 9:17pm.

Attest:

Sam Scaffide
President of Council

Shannon Collins
Clerk of Council