



Caucus & Regular Council Meeting Minutes
Tuesday, January 10, 2023
7:00 p.m.

CAUCUS:

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

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

ABSENT:

ALSO PRESENT: Sam Scaffide, Mayor
Matt Vazzana, Law Director
Sarah Buccigross, Finance Director
Shannon Collins, Clerk of Council
Mark Gutowski, Senior Network Administrator

Presentations:

No presentations this evening.

Items for Discussion:

Rebecca Ziegler, Community Development Director gave an update on the zoning code rewrite. Mrs. Ziegler stated they had six responses to the RFP. Three were in state, three were out of state. The selection committee met and decided to interview three who met the baseline criteria. The range for the consultants were from \$100-158,000 for the 18-24 month project. The committee has selected one consultant to move forward with and will present legislation at an upcoming meeting.

Mrs. Ziegler stated that through the 18 month process there will be extensive public outreach with the goal to go on the 2024 November ballot. She stated the selection committee would like to move forward with Zo-Co. They were the higher quote but one of the reasons for choosing them was they have a real strong legal background in zoning. They also had the most public outreach and workshops included in their proposal.

Mr. Furey stated that not everything in our zoning code needs to be voted on. Mr. Vazzana stated that when they mapped out the process they are treating the outreach portion as the entire code. This will make it clear to the public. To Mr. Furey's point when the city does individual zoning changes they are evaluated whether they trigger the referendum process. Mr. Furey asked if the entire 200 pages will be voted on. Mr. Vazzana stated that is the current plan.

Mr. Bellan stated he was part of the initial selection committee. He was important to him that we had a strong public outreach portion of the project. There have been several issues with the zoning code and

he feels getting the public involved is really important. During the process and after he hopes to continue the outreach to help educate the residents.

Mr. Post stated he also thinks it is important that when this is presented for a vote, it is not an 'us against them' scenario but instead that everyone is on the same page.

Mr. Deeds asked if the city would have to spend the entire \$158,000 to get it to a vote or can it be structured in payments based on work done. Mrs. Ziegler stated that the RFP does give a breakdown however she advises the all or nothing so that they take the city all the way through the entire process. Mr. Deeds stated that if the code update gets voted down, the city could have spent the entire amount with nothing in the end. Mrs. Ziegler stated that is true. Mr. Deeds asked if there was a prorated way to do it so there is at least a structure to lean back on. Mrs. Ziegler stated that the committee looked at the options but given the recent legal issues they believe that the difference of \$30-40,000 could make the difference in it passing or not as it will allow for the most community outreach and the company working with the city until the end of the entire process.

Mr. Post stated that we should spend the extra money and do it right to have our best foot forward with the community.

Mr. Barr asked the mayor and administrative staff to make this process as transparent as possible. Everything from the proforma, processes, meeting dates. It needs to be lawful, open, transparent and hopefully the support of the community. Mrs. Ziegler stated she fully agrees. Zo-Co is ready to start the day after council approves legislation.

No further items for discussion this evening.

Audience Participation:

Robert Thewes – 2229 Demi Drive

Mr. Thewes spoke about his golf league and the ability to have access to the pavilion at the golf course. He is appealing to the mayor to allow groups to bring in their own food for the pavilion.

Mayor Scaffide stated the city had a meeting today internally and will have a meeting later this week with the restaurant to discuss items.

No further audience participations at this time.

Pending Legislation:

Ordinance 91-2022 – Mr. Barr stated this ordinance is for the dedication of Whispering Woods Phase 3 Subdivision. Mr. Vazzana stated that the administration has met with the HOA and discussed their concerns. The legislation allows for the acceptance of public roadways within the subdivision. The city is prepared to advise council to accept that dedication.

Mrs. Labbe added that in conversations with the HOA they are in agreement to move forward with passing this.

Ordinance 01-2023 – Mr. Barr stated this ordinance is to enter into an agreement with the Summit County Public Defender’s Office to provide representation of indigent defendants. This is done annually.

Mr. Furey stated council could make a motion to add the emergency clause and pass this at tonight’s meeting. Council was in favor of this and will make the amendment during the regular meeting.

Ordinance 02-2023 – Mr. Barr stated this ordinance is to enter an agreement with ODOT for Cannon Road from Ravenna Road to Liberty Road. This is on an emergency to allow the agreement to be entered into as soon as possible.

Mrs. Labbe added that per the City Engineer regarding timeline which the project is anticipated to start sometime between June-August and once commenced it should take 3-4 weeks to complete.

Miscellaneous:

Mr. Deeds he was at the BZA meeting on 12/21 and there is a request to waive the 30 day waiting period. He stated he will be making a motion at tonight’s meeting to do so.

No further miscellaneous this evening.

MOTION: TO ADJOURN THE MEETING

Moved by B. Furey, seconded D. Post

Upon roll call motion passed unanimously

Meeting adjourned at 7:26pm.

Regular Council Meeting:

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

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

ABSENT:

ALSO PRESENT: Sam Scaffide, Mayor
Matt Vazzana, Law Director
Sarah Buccigross, Finance Director
Shannon Collins, Clerk of Council
Mark Gutowski, Senior Network Administrator

INVOCATION & PLEDGE OF ALLEGIANCE:

Mayor Scaffide bestowed the Invocation and Pledge of Allegiance.

APPROVAL OF MINUTES:

MOTION: TO APPROVE THE MINUTES FROM THE REGULAR COUNCIL MEETING OF DECEMBER 13, 2022 AS SUBMITTED.

Moved by G. Bellan, seconded by D. Walker

Upon roll call motion passed 6-0 with Mr. Deeds abstaining

AWARDS & PRESENTATIONS:

Mr. Scaffide publically swore in Mr. Deeds as the Ward 1 Council representative.

Mr. Deeds stated that he is humbled and privileged to serve the city. He introduced his family, wife Sharon who was in attendance, along with his three children who were able to Zoom into the meeting, Jared, Justin and Alyssa. He thanked his family for their encouragement and support. He thanked the fellow council members and stated he looks forward to working with them. He appreciates their faith in him. He is prepared and feels lucky to represent the residents of Ward 1.

No further awards or presentations this evening.

AUDIENCE PARTICIPATION:

Robert Thewes – 2229 Demi Drive

Mr. Thewes he spoke in regards to the zoning code. He recommends that the city present this to the residents in pieces instead of one large chunk. He feels it is a lot for the public to absorb. There is some loss of trust in the council and law director. He suggests they present this in smaller increments.

Chuck Bonnaci –11327 Heritage Drive

Mr. Bonnaci spoke about the importance of boards and commissions in the city. There is an opportunity for residents to apply for the open thirty-plus seats that are currently open. He had a good friend who also served on a committee. That friend was Mike Gillen who was on the ARB. He took his role seriously and visited all project sites that were on the agenda. Mike passed away in December. At his calling hours, his family had his ARB badge prominently displayed because he was so proud of his role in the community. He encouraged all residents who have are interested in serving and being engaged in the community to think about where they would fit and apply for these positions.

Mr. Barr stated that the city of Twinsburg suffered a loss at the passing of Mr. Gillen.

No further public participation this evening.

COUNCIL COMMUNICATION AND REPORTS

Daisy Walker – JEDI, Community Relations, Environmental

- JEDI met on 1/10. They have two events coming up in February. The first will be on 2/13 at 6:30pm at city hall and it is a Q&A with Twinsburg Police Department. The second is on 2/22 at the Library and will host a guest speaker. They are working on additional events throughout 2023. Their next meeting will be on 3/13.
- Nothing further this evening.

Karen Labbe – ARB, Parks & Rec, JEDI, Twins Day

- Stated JEDI met on 1/9. The group is making strides and will be hosting some upcoming events.
- Stated ARB met on 12/15 regarding a new mausoleum at Crown Hill which was approved. They met again on 1/5 and approved a sign on Darrow Road, and heard a request for a roof which was tabled. Stated that one of the board members, Mike Gillen had passed away and the board sends their deepest condolences. Their next meeting will be on 1/19 at 6:00pm.
- Stated that the Twinsburg Community Theater is up for six Broadway World Cleveland Awards for Mary Poppins.
- The Water Park passes are on sale now at Fitness Center. Pre-season rates are available until May 26th.
- Seniors Ladies Tea will be 1/27.
- Twins Days committee will next meeting is 1/11 at 7:00pm.
- Nothing further this evening.

David Post - Charter Review, Glen Eagles Advisory, Planning, Public Works

- Planning Commission met on 12/19 and discussed two cases regarding the Greenbridge Tea House. There will be two motions later this evening regarding these. Their next meeting will be 1/23 at 7:00pm.
- Golf Advisory Board will meet on 1/17 at 6:30pm.
- Nothing further this evening.

Jeff Deeds – BZA, Community Relations, JEDI, Public Safety

- Attended the BZA meeting on 12/21. They heard two appeals 08-22 and 09-22 which were both unanimously approved. Their next meeting will be on 2/22 at 6:30pm.
- Safety Committee will meet on 3/14.
- Attended the JEDI meeting on 1/9. Mrs. Walker already reported on this.
- Nothing further this evening.

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

- Hoped everyone had a good holiday season and that 2023 is off to a great start.
- Condolences for Mike Gillen who was a friend, ARB member and resident of Ward 5. Attended the calling hours and have a conversation with Mike's father who stated Mike loved being involved and part of the board. Twinsburg lost a good one.
- Finance Committee will meet on 1/24.
- Public Works will meet on 2/14.
- Public Safety will meet on 3/14.
- Nothing further this evening.

Bill Furey - Capital Improvements, Finance, Tax Incentive, Treasury Investment

- CIC will meet on 1/12.
- The next Finance Committee meeting will be on 1/24 at 6:00pm.
- Nothing further this evening.

Scott Barr – Finance, Public Safety, Public Works, Volunteer Fireman

- Finance Committee will meet on 1/24.

- Public Safety will meet on 3/14.
- Public Works will meet on 2/14.
- Condolences for Mike Gillen. Thoughts are with his family.
- Nothing further this evening.

MAYOR'S REPORT:

- Attended the Senior Holiday lunch and Light the Night. Both events were well attended and were great. Thanked all who helped put these together.
- The State of the City is being planned.
- Twinsburg Community Theater has been nominated in six categories for local awards.
- Water Park passes are on sale.
- Stated he had the honor of hosting Angelo Carcioppo Jr as 'Junior Mayor for the Day'. He got to tour the Police and Fire Departments.
- Nothing further this evening.

DEPARTMENT HEAD REPORTS:

Tim Morgan – Fire Chief

Call Volume

- The fire department ran a total of 341 calls in December, for the year that is 3,789 calls, which up 11% compared to last year. Nearly 34% overlap with other calls.

Fire Prevention

- Inspected 43 locations and 6 fire investigations.

Training

- There were 10 hours of Public Education totally over 2,000 personal contacts.
- Department logged 72 training events which was approximately 399 hours of training.

Notable Events:

- No events in December.

Points of Interest:

Weather Warning Sirens

- January's monthly test of the system was conducted on the 7th. Only the sites at the High School and on Bavaria Rd. functioned (2 out of 9 worked properly).

Personnel

- Nothing to report.

Facilities

- New CCTV systems and access controls are being installed at Station #2, with Station #1 to follow.
- Remodeling of the Station #1 first floor kitchen is underway with the Service Department doing the work.
- Drain cleaning and repair for Station #1 bay floors is underway, which has included busting up parts of the floor to replace pipe and add clean-outs.

Fleet

- Med 2 continues to have mechanical issues and is in reserve status.
- 2 Med Units on order – 2023 Delivery
- Ladder 2 Replacement Committee formed – 2024-25 Delivery.
- Tower 1 Refurbishing Committee formed – 2024-25 Completion.

Equipment

- Nothing to report.

Projects in Process

- Emergency Operations Plan Review.

Current Staffing (as of 1/1/23)

- Currently reviewing the files of candidates, conducting interviews, and background checks for Full and Part Time positions.
- Full Time Staffing:
- Part Time Staffing: Cory Hinderliter resigned following 1.25 years of service.
 - 33 Fulltime
 - 10 Part-time
 - 1 Fulltime Executive Assistant
 - 1 Part-time Administrative Assistant

NPDES:

- Nothing to report.

Community Relations and Special Projects:

- Nothing to report.

Mr. Barr asked Chief Morgan to talk about the weather sirens at the next Safety Committee meeting. He would like to know the cost to maintain or replace these or do away and go a different route.

Mr. Deeds inquired if there was a reason for the increase in call volume. Chief Morgan stated that last year's increase was COVID related (directly and indirectly). They cannot put a finger on exactly what is causing it but Twinsburg's population is aging at a faster rate than national norm and even the Summit County norm due to the nursing homes and senior apartments. This impacts the department directly in the increase in medical calls.

Sarah Buccigross – Finance Director

2022 Close

- Finance is working to close out 2022. Year-end processes are in progress. 2022 results will be presented at the January 24th Finance Committee meeting. The December financials will be released when year-end processes are complete.

2023 Permanent Appropriations

- Department meetings have been scheduled to review needs for 2023. Adjustments to the 2023 Temporary Appropriations will be presented at Finance Committee meetings in January through March as Departments present their budgets.

Income Tax Collections

- The City will be closely monitoring income tax collections in 2023 for potential refunds. More information will be provided at upcoming Finance Committee meetings.

Information Technology

- IT is reviewing several projects for completion in 2023. Once the projects have been selected and timelines discussed they will be reported.

No further Department Head reports this evening.

LEGISLATION

ORDINANCE 91-2022 - AN ORDINANCE ACCEPTING THE LANDS AND IMPROVEMENTS DEDICATED TO PUBLIC USE FOR THE WHISPERING WOODS PHASE 3 SUBDIVISION; ACCEPTING THE MAINTENANCE GUARANTEE AND REDUCING THE PERFORMANCE GUARANTEE ACCORDINGLY; AND DECLARING AN EMERGENCY (Stands on Second Reading)
Read by S. Collins

MOTION: TO SUSPEND THE RULES AND PLACE ORDINANCE 91-2022 ON IT'S THIRD AND FINAL READING

Moved by S. Barr, seconded by K. Labbe

Upon roll call motion passed unanimously

MOTION: TO ADOPT ORDINANCE 91-2022 AS AN EMERGENCY

Moved by S. Barr, seconded by D. Walker

Upon roll call motion passed unanimously

ORDINANCE 01-2023 - AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH THE LEGAL DEFENDER'S OFFICE OF SUMMIT COUNTY, OHIO TO PROVIDE FOR REPRESENTATION OF INDIGENT DEFENDANTS
Read by S. Collins

MOTION: TO ADOPT ORDINANCE 01-2023

Moved by S. Barr, seconded by B. Furey

MOTION: TO SUSPEND THE RULES AND PLACE ORDINANCE 01-2023 ON IT'S THIRD AND FINAL READING

Moved by B. Furey, seconded by G. Bellan

Mr. Furey stated this is a standard agreement that is passed to allow for representation to indigent defendants.

Upon roll call motion passed unanimously

MOTION: TO ADOPT ORDINANCE 01-2023 AS AMENDED AS AN EMERGENCY

Moved by S. Barr, seconded by B. Furey

Upon roll call motion passed unanimously

ORDINANCE 02-2023 AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A LPA FEDERAL LOCAL-LET PROJECT AGREEMENT WITH ODOT ESTABLISHING THE REQUIREMENTS FOR THE FEDERAL FUNDS ASSOCIATED WITH THE CANNON ROAD RESURFACING PROJECT FROM RAVENNA ROAD TO LIBERTY ROAD; AND DECLARING AN EMERGENCY

Read by S. Collins

MOTION: TO SUSPEND THE RULES AND PLACE ORDINANCE 02-2023 ON IT'S THIRD AND FINAL READING

Moved by S. Barr, seconded by K. Labbe

Upon roll call motion passed unanimously

MOTION: TO ADOPT ORDINANCE 02-2023 AS AN EMERGENCY

Moved by S. Barr, seconded by D. Walker

Mr. Deeds asked if the city typically gets 80% in grants. Mr. Furey stated the city applied for the grant and if the city is eligible they get anywhere from 50-80% depending on the grant. Mr. Deeds wanted to thank the City Engineer, Amy Mohr for her work on securing this for the city. Mr. Barr stated that 80% of this project is approximately \$540,000.00.

Upon roll call motion passed unanimously

UNFINISHED BUSINESS, NEW BUSINESS, MISCELLANEOUS

Mr. Post:

- Condolences to Mike Gillen's family. He stated another friend of Mike's came to the Rotary meeting because he realized life is short and wants to give back. He encourages everyone to find happiness because you never know what life has in store.
- Thanked all who attended Light the Night will be on 12/21. It was a great turn out.

MOTION 1: A motion for approval of a site plan for a two-story veranda and deck at the Greenbridge Teahouse located at 9036 Church Street and as recommended for approval by the Planning Commission at their December 19, 2022 meeting.

Moved by D. Post, seconded by B. Furey

Mr. Bellan asked Mr. Vazzana to verify that any issues with the property have been addressed. Mr. Vazzana stated that the action that happens tonight is the action that happens prior to any of the Building Department reviews.

Upon roll call motion passed unanimously

MOTION 2: A motion for approval of a Conditional Use Permit for outdoor dining at the Greenbridge Teahouse located at 9036 Church Street and as recommended for approval by the Planning Commission at their December 19, 2022 meeting.

Moved by D. Post, seconded by K. Labbe

Mrs. Labbe stated that she thinks the plan is good and it will be nice to have outdoor dining in that area.

Upon roll call motion passed unanimously

- Nothing further this evening.

Jeff Deeds:

- Stated BZA met on 12/21.

MOTION 3: A motion to waive the 30 day waiting period on BZA Appeal 09-2022.

Moved by J. Deeds, seconded by G. Bellan

Upon roll call motion passed unanimously

- Nothing further this evening.

Mr. Bellan:

- Welcomed Mr. Deeds to city council.
- Nothing further this evening.

Mrs. Walker:

- Nothing further this evening.

Mr. Furey:

- Nothing further this evening

Karen Labbe:

- Attended Light the Night.
- Welcomed Mr. Deeds to city council.
- Nothing further this evening.

Mayor Scaffide

- Nothing further this evening.

Mr. Vazzana

- Welcomed Mr. Deeds to city council.
- Nothing further this evening.

Mrs. Buccigross

- Welcomed Mr. Deeds.
- Nothing further this evening.

Mrs. Collins

- Welcomed Mr. Deeds.
- Nothing further this evening.

Mr. Barr:

- Welcomed Mr. Deeds to city council.
- Nothing further this evening.

ADJOURNMENT:

MOTION: TO ADJOURN THE MEETING

Moved by S. Barr, seconded D. Walker

Upon roll call motion passed unanimously

Meeting adjourned at 8:24pm.

Attest:

Scott Barr, President of Council

Shannon Collins, Clerk of Council