



Caucus & Regular Council Meeting Minutes
Tuesday, January 24, 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, K. Labbe and B. Furey

ABSENT: G. Bellan

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:

Keith Foulkes, Building Commissioner spoke about vinyl fences. He is requesting to bring legislation before council at their next meeting to allow for white colored vinyl fences to be allowed without the need of a variance. Section 1164.01(a) (8) currently states that 'All chain link fencing shall be vinyl clad' and 1164.01(a) (10) states 'Vinyl shall be black, dark brown or dark green in color. Wood fences shall be white, natural or earth tones. Both sides must be the same color.' Mr. Foulkes stated that this section may have been enforced improperly and would like to get it correct prior to the spring season and increased fencing permits.

Mr. Deeds stated that he was present at the BZA meeting. He believes that the required colors are for the coating on the chain link fences and not the picket fence style.

No further items for discussion this evening.

Audience Participation:

Robert Thewes – 2229 Demi Drive

Mr. Thewes asked if there was an update on the use of the pavilion at the golf course. Mayor Scaffide stated they met and are working on the pavilion concern in addition to others. He is hoping to have an update by mid-February. Mr. Thewes stated he will see if his golf league can hold off on their decisions.

No further audience participations at this time.

Pending Legislation:

Ordinance 03-2023 – Mr. Barr stated that this ordinance is to enter an agreement with the city prosecutor Frank Beni.

Ordinance 04-2023 - Mr. Barr stated that this ordinance is to enter our annual MOU with Tinker’s Creek Watershed. This is a partnership between the city and watershed to meet the General National Pollution Discharge and Elimination System requirements, also known as NPDES.

Ordinance 05-2023 - Mr. Barr stated that this ordinance is to repeal chapter 155 of the code regarding the GlenEagles Advisory Board. Council has had discussion regarding this committee and it was determined that the board should be disbanded at the end of the current member’s terms, which is March 31, 2024. Charter section 7.01 authorizes council to abolish certain boards that are created by council with a vote of five or more members. Since the board was established by an ordinance it can be repealed by ordinance. This will be on its first reading this evening.

Mr. Vazzana stated the ending of the term is incorrect in the legislation and will be corrected for the next meeting to reflect the 3/31/2024 date.

Resolution 06-2023 - Mr. Barr stated that this resolution is to honor Black History Month in the city of Twinsburg in February.

Ordinance 07-2023 – Mr. Barr stated that this ordinance is to authorize the purchase of a 2023 Ford Expedition to be used by the Fire Department. This will replace a 2007 Jeep Cherokee with over 108,000 miles. This was approved through the capital improvement board and the 2023 temporary appropriations. The agreement is with Montrose Ford through the state bid process with a purchase price of \$54,208.30.

Ordinance 08-2023 - Mr. Barr stated that this ordinance is to enter an agreement with Zone Co., to facilitate a comprehensive update to the city’s planning and zoning code. City council requested that the city look into doing a complete update of the planning and zoning code. The administration did a request for proposals which six were submitted in the fourth quarter of 2022. There was a selection committee who narrowed it down and interviewed three candidates and ultimately selected Zone Co because they were the most comprehensive and included extensive community outreach. The amount of the contract will be \$158,905.00. Council is asked to read this three times but to place the ordinance on an emergency on its third reading which will be on February 28th.

Mr. Furey asked the mayor if the city feels it is ok to wait this long to pass this ordinance. Mr. Scaffide stated he knows Mr. Bellan would like to be present at the meeting when it is passed.

Mr. Barr stated this was discussed at the last meeting and he stated that in the interest of transparency that council read this as much as possible to allow for discussion. Mr. Post agreed.

Ordinance 09-2023 - Mr. Barr stated that this ordinance is to accept a grant from ODNR for park improvements and enter a contract to the same. The project is at Glenn Chamberlin Park and includes replacement of playground equipment, demolition and replacement of the bathroom and provision of ADA access to the amphitheater. The estimated total cost of the project is \$815,000.00. The grant

amount would be \$331,240.00 and the city would be responsible for \$483,760.00. The projects estimated completion would be summer 2024. This is being asked to be passed on an emergency this evening so that the project can move forward through the process including final design and the planning commission meetings.

Mr. Post asked for verification on the dollar amounts. Ms. Mohr stated that the \$815,000 is just an estimate. Parks & Recreation is getting pricing in daily. She stated the grant is roughly a 50/50 grant but estimates and cost are not matching exactly. Once design is complete the amounts may change.

Mrs. Labbe asked if the \$415,000 will be in the 2023 budget. Ms. Mohr asked Mrs. Buccigross for clarification on this piece. Mrs. Buccigross stated that the money for all portions of the project have been put into the 2023 budget to meet the grant completion deadline.

Mr. Vazzana reminded council that this is just to enter into the grant agreement. Items will still be bid and legislation will come before council for approval to enter into those contracts at a later date. Once Ord. 09-2023 is passed then staff can move on to further design. This will not be the last time items pertaining to this grant come before council.

Ordinance 10-2023 - Mr. Barr stated that this ordinance is to authorize the mayor, during the calendar year of 2023, to utilize joint and cooperative purchasing programs pursuant to the laws of the State of Ohio. This is being asked to be passed on an emergency so the city can take advantage of the best pricing in all programs.

Mr. Vazzana stated that in the past there have been times where council has authorized these type of programs for specific projects. The Ohio Revised Code Section 9.48 allows for local communities to participate in joint cooperative purchasing programs. This legislation will set forth for 2023 the list of authorized groups for staff to use when looking for the best price. This legislation does not authorize any purchase just the use of these joint cooperative purchasing programs.

Miscellaneous:

MOTION: TO ENTER INTO EXECUTIVE SESSION FOR THE PURPOSES OF:

- (1) Considering the compensation of a public employee; and
- (2) Reviewing negotiations with public employees concerning their compensation, terms, and conditions of their employment

Moved by S. Barr, seconded B. Furey

Upon roll call motion passed unanimously

Nothing further miscellaneous this evening.

Mr. Barr reconvened the meeting and stated employee compensation and negotiations were discussed.

MOTION: TO ADJOURN THE MEETING

Moved by S. Barr, seconded D. Walker

Upon roll call motion passed unanimously

Meeting adjourned at 7:30pm.

Regular Council Meeting:

Mr. Barr called the Regular Council meeting to order at 7:31 pm.

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

ABSENT: G. Bellan

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:

Mrs. Walker bestowed the Invocation and Pledge of Allegiance.

APPROVAL OF MINUTES:

MOTION: TO APPROVE THE MINUTES FROM THE REGULAR COUNCIL MEETING OF JANUARY 10, 2023 AS SUBMITTED.

Moved by B. Furey, seconded by D. Post

Upon roll call motion passed unanimously

AWARDS & PRESENTATIONS:

No awards or presentations this evening.

AUDIENCE PARTICIPATION:

No public participation this evening.

COUNCIL COMMUNICATION AND REPORTS

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

- CIC met on 1/12. They discussed the TIF district, agreed to sell a donated parcel of land, talked about a website update and retention ratings for the auditor. Their next meeting will be on 2/9 at 5:00pm in council chambers.
- Finance Committee met earlier this evening. They talked about the 2023 Permanent Appropriations, They heard from Parks & Recreation and both Golf Pro Shop and Golf Maintenance this evening. Finance reviewed 2023 with income tax at \$25 million, which is up approximately 10%, the general fund went from \$12.4 million to \$15.8 million and the cash on hand is approximately \$34 million.

The next Finance Committee meeting will be on 2/28 at 6:00pm where the committee will hear from the Service, Waste Water, Building and Economic Development departments.

- Capital Improvements Board will meet starting in August.
- Nothing further this evening.

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

- Planning Commission's meeting on 1/23 was cancelled due to lack of agenda items. Their next meeting will be 2/27 at 7:00pm.
- Golf Advisory Board's meeting on 1/17 was cancelled due to no quorum. Their next meeting will be on 3/21 at 6:30pm.
- The next Public Works Committee meeting will be on 2/14 at 6:00pm.
- Nothing further this evening.

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

- Attended the Finance Committee meeting this evening.
- Stated ARB met on 1/19 and heard four cases. Their next meeting will be on 2/2 at 6:00pm.
 - Case 23-01-03 8054 Darrow Road, PK Financial signage – rescheduled for next meeting
 - Case 23-01-04 9981 Vail Drive, Juice Rituals signage – approved
 - Case 23-01-05 1919 Case Parkway N, ChemReady signage – approved
 - Case 23-01-06 2014 Dooridge Drive, New garage build – approved
- Stated JEDI will be hosting two events in February. The first is a Q & A with TPD on 2/13 at 6:30 and the second is a forum at the Library on 2/22 at 6:30pm.
- Stated that the Twinsburg Community Theater was up for six Broadway World Cleveland Awards for Mary Poppins. Mrs. Betenson will announce the winners.
- The Water Park passes are on sale now at Fitness Center. Pre-season rates are available until May 26th.
- 1/27 will be the Seniors Ladies Tea.
- 2/10 will be Chili Soup Contest
- 2/21 will be Sip & Paint
- Twins Days committee met on 1/11. Their theme this year is 'Shiver me TWINbers'. They have 354 sets of multiples registered. Their next meeting will be 2/8 at 7:00pm.
- Nothing further this evening.

Daisy Walker – JEDI, Community Relations, Environmental

- Attended the Finance Committee meeting this evening.
- Attended the ribbon cutting for Bright Futures Therapeutic with the mayor on 1/17.
- Nothing further this evening.

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

- Stated the BZA meeting scheduled for 1/25 is cancelled due to no agenda items. Their next meeting will be on 2/22 at 6:30pm.
- Safety Committee will meet on 3/14.
- Community Relations will meet on 4/20.
- JEDI will host a Q&A with TPD event on 2/13 at 6:40 pm.

- Nothing further this evening.

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

- Not in attendance this evening.

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

- Attended the Finance Committee meeting earlier this evening. Mr. Furey already reported on. Thanked Parks & Recreation Director Jennifer Betenson for her work and increasing the rental use of the Fitness Center by 56%. The next Finance Committee will meet on 2/28.
- Public Safety will meet on 3/14.
- Public Works will meet on 2/14.
- Stated there have been some missed notifications by council members regarding meetings. Asked the Clerk to send a reminder to all board and commission secretaries to use the email groups that are set up in Outlook to ensure no one is being missed.
- Nothing further this evening.

MAYOR'S REPORT:

- Attended the ribbon cutting for Bright Futures Therapeutic on 1/17.
- Stated he and the Building Commissioner and Law Director evaluated the Blue Top and Lakeview Cabins. The Law Director is looking to the next steps to potential raze the buildings.
- Stated he and the administrative staff are reviewing contracts currently which include; A&M and the Schools and TFC agreement.
- Stated he has a new Administrative Assistant named Lesli Schneider.
- Introduced the city's new Director of Human Resources, Tammy Kalail.
- The State of the City will be on 3/23 at 7:30am at the Hilton Garden Inn.
- Nothing further this evening.

DEPARTMENT HEAD REPORTS:

Jennifer Betenson – Parks & Recreation Director

- Theatre awards -
 - Best Musical -Mary Poppins
 - Best Direction of a Musical or Play - Joe Turner
 - Best Musical Direction- Ellie Kelly
 - Best Set Design - Chris Hrach
 - Would like to arrange a public recognition event with council at a future meeting
- Rock the Park Season is scheduled and kick off announcement party will be at Glen Eagles Banquet on March 29th.
- Safety town plans are finally underway, hope to have final design by the P&R commission meeting for them to review and comment. Preparing sponsorship and volunteer opportunities. Goal to finish project by fall.

Mr. Barr asked about the lighting in the back parking lot of the Fitness Center (near 24/7 access door). Mrs. Betenson stated that area belongs to the schools and they had a contract come out and are working on the repairs.

Mrs. Labbe stated there were some lights out in the parking lot at the Community Center (old skate park area). Mrs. Betenson stated she will look into that.

Amy Mohr – City Engineer

- Stated there will be a resident meeting regarding the Dooridge Drive Project on Tuesday, February 7th at 6:30pm.
- Stated she is currently out to bid for a few construction projects and council will be seeing the legislation to award these bids in the coming meetings.

Keith Foulkes – Building Commissioner

- Recently hired an Administrative Assistant, Danielle Waites.

Monthly Data – December 2022

- Building permit fees collected (residential and commercial) - \$20,614.15
- Total valuation of construction - \$1,001,434.00
- Certificates of occupancies issued - 11
- Total license fees collected - \$9,675.00
- Sewer improvement fees collected - \$0.00
- Monthly POS applications total - 10
- Monthly housing violation actions total - 03

Annual data - 2022:

- YTD Fees collected - \$575,026.65
- YTD Fees for code enforcement - \$1,550.00 – Invoiced \$5,315.00
- YTD Total fees collected - \$576,576.65
- Total annual valuations - \$41,337,395.93
- YTD total occupancies – 58
- YTD total license fees - \$5,625
- YTD sewer improvements - \$27,950.36
- YTD POS applications total - 222
- YTD housing violation actions total - 590

Sarah Buccigross – Finance Director

January 2023 Income Tax Revenues

- January 2023 Income tax receipts total \$2,212,269.43 compared to January 2022 receipts in the amount of \$2,031,275.90. This reflects an increase of 8.91% or \$180,993.53 compared to last year.
- Refunds in the amount of \$14,302.54 are included in the January collections.
- The net change in distribution for this month for individual, net profit and withholder collectively is: \$254,698.58.

December 2022 Close

- Finance has finished up the close of the December books. The financial reports will be available online later this week.

2022 GAAP Conversion and Audit

- Work has begun on the 2022 GAAP Conversion in preparation for the Annual Comprehensive Financial Report. Audit work will begin later this year.

COVID Relief

- American Rescue Plan funding uses are included in the 2023 Temporary Appropriations. Funding was received in 2021 and 2022.

2023 Appropriations

- The 2023 Permanent Appropriation presentations began tonight at Finance Committee. The appropriations will be presented to Council at the February 28th meeting.

Ohio Online Checkbook

- Twinsburg began participating in the Ohio Online Checkbook program beginning in 2021. Annual information for 2022 will be provided for upload to the site.

No further Department Head reports this evening.

LEGISLATION

ORDINANCE 03-2023 - AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT FOR THE PROVISION OF PROSECUTORIAL SERVICES FOR THE CITY OF TWINSBURG; AND DECLARING AN EMERGENCY

Read by S. Collins

MOTION: TO SUSPEND THE RULES AND PLACE ORDINANCE 03-2023 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 03-2023 AS AN EMERGENCY

Moved by S. Barr, seconded by D. Walker

Mr. Furey stated this is an annual contract. Mr. Vazzana stated that it is a contract that would be in place until either the city or the prosecutor decide it needs to be addressed.

Upon roll call motion passed unanimously

ORDINANCE 04-2023 - AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH TINKER'S CREEK WATERSHED PARTNERS, INC.

Read by S. Collins

ORDINANCE 05-2023 - AN ORDINANCE REPEALING CHAPTER 155 OF THE CITY'S ADMINISTRATIVE CODE REGARDING THE GLENEAGLES ADVISORY BOARD.

Read by S. Collins

RESOLUTION 06-2023 - A RESOLUTION HONORING BLACK HISTORY IN THE MONTH OF FEBRUARY IN THE CITY OF TWINSBURG

Read by S. Collins

MOTION: TO ADOPT RESOLUTION 06-2023

Moved by S. Barr, seconded by J. Deeds

Mrs. Labbe stated that the JEDI event has two events coming up next month in honor of Black History Month.

Upon roll call motion passed unanimously

ORDINANCE 07-2023 - AN ORDINANCE AUTHORIZING THE PURCHASE OF A 2023 FORD EXPEDITION MAX THROUGH MONTROSE FORD TO BE USED BY THE FIRE DEPARTMENT; AND DECLARING AN EMERGENCY.

Read by S. Collins

MOTION: TO SUSPEND THE RULES AND PLACE ORDINANCE 07-2023 ON IT'S THIRD AND FINAL READING

Moved by S. Barr, seconded by J. Deeds

Upon roll call motion passed unanimously

MOTION: TO ADOPT ORDINANCE 07-2023 AS AN EMERGENCY

Moved by S. Barr, seconded by B. Furey

Upon roll call motion passed unanimously

ORDINANCE 08-2023 - AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH ZONE CO. TO FACILITATE A COMPREHENSIVE UPDATE TO THE CITY'S PLANNING AND ZONING CODE; AND DECLARING AN EMERGENCY.

Read by S. Collins

ORDINANCE 09-2023 AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT A GRANT FROM THE OHIO DEPARTMENT OF NATURAL RESOURCES FOR PARK IMPROVEMENTS AND TO ENTER INTO A CONTRACT CONCERNING THE SAME; AND DECLARING AN EMERGENCY.

Read by S. Collins

MOTION: TO SUSPEND THE RULES AND PLACE ORDINANCE 09-2023 ON IT'S THIRD AND FINAL READING

Moved by S. Barr, seconded by D. Walker

Upon roll call motion passed unanimously

MOTION: TO ADOPT ORDINANCE 09-2023 AS AN EMERGENCY

Moved by S. Barr, seconded by B. Furey

Mrs. Labbe stated that she reached out to Senator Kristina Roegner to thank her for letting the city know about the grant opportunity. Mrs. Roegner stated she was happy to help and is available to attend any events the city holds in regard to the grant.

Upon roll call motion passed unanimously

ORDINANCE 10-2023 AN ORDINANCE AUTHORIZING THE MAYOR, FOR CALENDAR YEAR 2023, TO UTILIZE JOINT AND COOPERATIVE PURCHASING PROGRAMS PURSUANT TO STATE OF OHIO LAW; AND DECLARING AN EMERGENCY.

Read by S. Collins

MOTION: TO SUSPEND THE RULES AND PLACE ORDINANCE 10-2023 ON IT'S THIRD AND FINAL READING

Moved by S. Barr, seconded by J. Deeds

Upon roll call motion passed unanimously

MOTION: TO ADOPT ORDINANCE 10-2023 AS AN EMERGENCY

Moved by S. Barr, seconded by J. Deeds

Mr. Barr this allowing the mayor to other comparable competitive bid organizations.

Upon roll call motion passed unanimously

UNFINISHED BUSINESS, NEW BUSINESS, MISCELLANEOUS

Mr. Post:

- Nothing further this evening.

Jeff Deeds:

- Nothing further this evening.

Mr. Bellan:

- Nothing further this evening.

Mrs. Walker:

- Nothing further this evening.

Mr. Furey:

- Nothing further this evening

Karen Labbe:

- Nothing further this evening.

Mayor Scaffide

- Nothing further this evening.

Mr. Vazzana

- Nothing further this evening.

Mrs. Buccigross

- Nothing further this evening.

Mrs. Collins

- Nothing further this evening.

Mr. Barr:

MOTION 1: A motion to go to bid for three (3) model 2022 or newer pick-up trucks for use by the Service Department.

Moved by S. Barr, seconded K. Labbe

Fred Bissell, Fleet Manager spoke about the issues post COVID on purchasing vehicles and equipment is very difficult. There are items from 2022 that have not been able to be purchased yet due to lack of availability or price increases. The plan was to purchase off state bid but that is not an option so the city needs to go out to bid on their own for these vehicles. There is not an option in the 2023 state bid but it will be again in 2024 with a price increase of 106% from the pick-up truck that was purchased in 2022.

Upon roll call motion passed unanimously

- Nothing further this evening.

MOTION: TO EXCUSE MR. BELLAN FROM TONIGHT'S MEETING

Moved by S. Barr, seconded B. Furey

Upon roll call motion passed unanimously

ADJOURNMENT:

MOTION: TO ADJOURN THE MEETING

Moved by S. Barr, seconded D. Walker

Upon roll call motion passed unanimously

Meeting adjourned at 8:09pm.

Attest:

Scott Barr, President of Council

Shannon Collins, Clerk of Council