



**Caucus & Regular Council Meeting Minutes  
Tuesday, February 9, 2021  
7:00 p.m.**

**\*Note – Meeting held hybrid with Council in-person and public participation via Zoom**

**CAUCUS:**

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

**ROLL CALL:** J. McFearin, S. Scaffide, G. Bellan, S. Barr, Walker, M. Stauffer and B. Furey

**ABSENT:**

**ALSO PRESENT:** Ted Yates, Mayor  
David Maistros, Law Director  
Sarah Buccigross, Finance Director – via Zoom  
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:**

Bob Thewes – 2227 Demi Drive

Mr. Thewes signed up to speak but was not on the Zoom call. Ms. McFearin moved Audience Participation to the end of the meeting to allow more time for Mr. Thewes to get online. Mr. Thewes was not on by the end of the meeting.

No further audience participations this evening.

**Pending Legislation:**

Ordinance 07-2021 – Sign Ordinance

Ms. McFearin stated this will be on its second reading tonight.

Mr. Furey asked Mr. Maistros what this did for the temporary signs and the large billboards as temporary signs. Mr. Maistros stated for example, political signs are allowed within the standard size which is six square feet without coming in and getting a permit. If you want to exceed that size, you can but there are

additional requirements such as you must be further off the side yard setback lines further from your neighbors. In addition you have to go to the building department to get approval. It won't be denied but this will allow us to verify. Mr. Furey asked if there was a permit fee for this. Mr. Maistros stated that if it is temporary he did not believe there was a fee but if it was a permanent one there is. Mr. Furey asked what the difference between temporary and permanent signs. Mr. Maistros stated that signs allowed on your residence are temporary signs.

Resolution 10-2021 – Acknowledging receipt and review of monthly financial statements for Oct-Dec 2020

Ms. McFearin stated this resolution is done each quarter to acknowledge receipt and review of monthly financial statements. Resolution 10-21 is for Oct-Dec 2020

Ordinance 11-2021 – Award bid for Fitness Center Doors to Apex Construction

Ms. McFearin stated this is to award the bid for the Fitness Center doors to Apex Construction. Total project is \$47,900. \$29,850 is from grants and \$18,050 is the city's portion.

Mr. Bellan thanked Mr. Barr for his expertise on this project.

Mr. Barr stated he is thankful for the grant money because without it this project would be hard to do.

Resolution 12-2021 – Declaring February Heart Month

Ms. McFearin stated this resolution is declaring February Heart Month.

Ordinance 13-2021 - Approval of auction list

Ms. McFearin stated this is the first reading to approve items for the city auction. The main item is a 1994 Fire Engine that is no longer needed. The new engine should be ready in April or May. There may be additions to this ordinance as we go through the readings.

Mr. Bellan stated there was a note of potential additions to this legislation. Mr. Maistros stated there are some verbal commitments for additions to this legislation.

**Miscellaneous:**

Mr. Bellan stated he got an email about potential project for lane widening on SR91. Mayor Yates stated that this project is not on the city's radar right now.

Mr. Scaffide stated that ARB used to have strict sign rules and regulations that they would match others in a plaza. There is a plaza at the corner of Shepard and Ravenna. All the signs match except the new one which is black and white sign which does not match. He asked if the standards are still in place and if the mayor could take a look at this. Mayor Yates said he would.

Mr. Scaffide also brought up food truck regulations and asked if we could look at getting this taken care of before their season starts. He is concerned with storefronts ability to fill when someone can come park a food truck in the same lot. They should not be allowed to be permanent and in certain areas.

Mayor Yates stated they had started working on this and it fell off the radar but will follow-up and get something to council.

Ms. McFearin asked the status of the mound in front of the clubhouse. She asked if knocking this down is being looked at for the near future. Mayor Yates stated there are no requests from the A&M owners. He stated a sign at the roundabout would help. He stated that it can be done and if council feels animate about it he will look into it. Service should be able to handle this project and will look at it in the warmer months. Mr. Barr and Mr. Bellan said if it can be done internally good because they are not inclined to spend any more money over there at this time. Mr. Bellan also brought up the lights on the sign and that it is hard to read at night. Mayor Yates stated he will look at it. Mr. Bellan stated he doesn't want a new sign just possibly adjusting the lighting.

Mayor Yates stated he spoke with Engineering and Service about the crosswalk on Liberty. One option was the Hawk signals. He stated there will be significant cost including a traffic engineer due to regulations of these signs based on where they were used. Other options that are being looked at along with pricing.

No further miscellaneous this evening.

Meeting adjourned at 7:28 pm.

**Regular Council Meeting:**

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

**ROLL CALL:** J. McFearin, S. Scaffide, G. Bellan, S. Barr, Walker, M. Stauffer and B. Furey

**ABSENT:**

**ALSO PRESENT:** Ted Yates, Mayor  
David Maistros, Law Director  
Sarah Buccigross, Finance Director – via Zoom  
Shannon Collins, Clerk of Council  
Mark Gutowski, Senior Communications Administrator

**INVOCATION & PLEDGE OF ALLEGIANCE:**

Mrs. Stauffer bestowed the Invocation and led Council in the Pledge of Allegiance.

**APPROVAL OF MINUTES:**

**MOTION TO APPROVE THE MINUTES FROM THE PUBLIC HEARING AND REGULAR COUNCIL MEETING ON JANUARY 26, 2021**

Moved by B. Furey, seconded by S. Scaffide

Upon roll call motion passed unanimously

**AWARDS & PRESENTATIONS:**

Mayor presented via Zoom a certificate recognizing AYSO as Region of the Year. This is a big achievement as there are over 600,000 players and 50,000 teams nationally and Twinsburg was chosen as Region of the Year. Brett Harney thanked the city for their assistance and all the volunteers in the organization that help do everything that makes the organization great.

No further awards or presentations this evening.

**AUDIENCE PARTICIPATION:**

Mr. Thewes signed up but was not online to participate.

No public participation this evening.

**COUNCIL COMMUNICATION AND REPORTS**

**Sam Scaffide – Finance, Capital Improvement, Public Works, Public Safety**

- Finance Committee will meet on 2/23 at 5:30pm.
- Nothing to report this evening

**Scott Barr – Finance, Public Safety, Planning**

- Planning Commission will meet on 2/22 at 7:00pm.
- Safety Committee will meet on 3/9 at 6:00pm.
- Nothing to report this evening

**Daisy Walker - Public Safety, Parks & Recreation, Chamber, Community Relations**

- J.E.D.I. Committee met on 2/8 and is off to a great start.
- Nothing to report this evening

**Bill Furey – Environmental, Treasury Investment, Community Relations, Tax Incentive**

- Environmental Commission met on 2/2 and discussed ways to celebrate Earth Day virtually along with other upcoming events. Their next meeting will be on 3/2 at 7:00pm.
- Comprehensive Plan will meet 2/10 at 6:00pm via Zoom
- Community Relations will meet on 2/18.
- CIC met on 2/8. Mrs. Stauffer will report on it.
- Nothing to report this evening

**Maureen Stauffer - Public Works, ARB, Twins Days, Compensation**

- Attended the ARB meeting on 2/4. Next meeting will be 2/18 @ 6:00pm.
  - Case 21-02-12 – 2200 Highland Rd – Cleveland Furniture Sign Review – Approve as Submitted with Variance

- Case 21-02-13 – 8928 Darrow Rd – Pet Supplies Plus Sign Review – Approve as Submitted
- Case 21-02-14 – 9224 Darrow Rd – RIPP City Sign Review – Approve as Submitted
- Case 21-02-15 – 10574 Ravenna Rd – Quest Sign Review – Approve as Noted
- CIC has submitted Request for Qualifications (RFQ) for the central area.
- J.E.D.I. met on 2/8 and will have their next meeting via Zoom on 2/22 at 6:00pm.
- Comprehensive Plan will meet on 2/10.
- Nothing to report this evening

**Greg Bellan – BZA, Public Works, Fitness Advisory, Charter Review**

- J.E.D.I. Committee met on 2/8. There were some good, difficult conversations. Thanked the residents and employees that are on the committee. Next meeting will be held via Zoom on 2/22 at 6:00pm.
- BZA met on 1/27 via Zoom to hear Appeals 01-2021, 02-2021 and 03-2021. Stated he will make a motion later on to waive the 30 day waiting period.
- Public Works will meet on 4/13 at 6:00pm.
- Nothing to report this evening

**Jo-Ann McFearin - Golf Advisory, Finance, Volunteer Fireman's Board**

- Golf Advisory Board will meet on 3/16 via Zoom.
- Nothing to report this evening

**MAYOR'S REPORT:**

- Attended the J.E.D.I. Committee meeting on 2/8. Stated he is looking forward to what this committee will do.
- Stated that the city is cautiously planning and hopeful that Parks & Recreation can have modified versions of programs this summer. Looking at Summer Camp, summer jobs will be posted soon, Rock the Park concerts, possible Easter events and bringing back pavilion rentals.
- Stated the city is keeping current with COVID guidelines and vaccine information.
- Nothing further to report this evening

**DEPARTMENT HEAD REPORTS:**

No Department Head reports this evening.

**LEGISLATION**

**ORDINANCE 07-2021 - AN ORDINANCE AMENDING CHAPTER 1173 OF THE CODIFIED ORDINANCES OF THE CITY OF TWINSBURG REGARDING "SIGNS" (Stands on First Reading)**  
Read by S. Collins

Ms. McFearin stated this is the second reading for the sign ordinance.

**RESOLUTION 10-2021 - A RESOLUTION ACKNOWLEDGING COUNCIL'S RECEIPT AND REVIEW OF THE MONTHLY FINANCIAL STATEMENTS SUBMITTED BY THE FINANCE DEPARTMENT FOR OCTOBER, NOVEMBER AND DECEMBER 2020**

Read by S. Collins

**MOTION: TO ADOPT RESOLUTION 10-2021 AS AN EMERGENCY**

Moved by J. McFearin, seconded by D. Walker

Ms. McFearin stated we do this each quarter to acknowledge receipt and review of monthly financial statements.

Upon roll call motion passed unanimously

**ORDINANCE 11-2021 - AN ORDINANCE ACCEPTING THE BID OF APEX CONSTRUCTION, FOR THE 2020 FITNESS CENTER AUTOMATIC DOORS PROJECT; AND DECLARING AN EMERGENCY**

Read by S. Collins

**MOTION: TO PLACE ORDINANCE 11-2021 ON THE THIRD AND FINAL READING AND DECLARING AN EMERGENCY**

Moved by J. McFearin, seconded M. Stauffer

Ms. McFearin stated the reason for the emergency is to be able to get the project started as soon as possible.

Upon roll call motion passed unanimously

**MOTION: TO ADOPT ORDINANCE 11-2021 AS AN EMERGENCY**

Moved by J. McFearin, seconded by G. Bellan

Ms. McFearin stated Ordinance 11-2021 is to award the bid for the Fitness Center doors to Apex Construction. Total project is \$47,900. \$29,850 is from grants and \$18,050 is the city's portion.

Mr. Bellan thanked Mr. Barr for his added expertise in this area.

Upon roll call motion passed unanimously

**RESOLUTION 12-2021 - A RESOLUTION DECLARING THE MONTH OF FEBRUARY AS HEALTHY HEART MONTH IN THE CITY OF TWINSBURG**

Read by S. Collins

**MOTION: TO ADOPT RESOLUTION 12-2021 AS AN EMERGENCY**

Moved by J. McFearin, seconded by S. Scaffide

Upon roll call motion passed unanimously

**ORDINANCE 13-2021 - AN ORDINANCE AUTHORIZING THE SALE AT AUCTION OF CERTAIN PERSONAL PROPERTY OWNED BY THE CITY OF TWINSBURG AND NO LONGER NEEDED FOR MUNICIPAL PURPOSES**

Read by S. Collins

Ms. McFearin stated this is the first reading to approve items for the city auction. The main item is a 1994 Fire Engine that is being replaced with a new engine which should be ready in April or May. There may be additions to the auction list as we go through the readings.

**UNFINISHED BUSINESS, NEW BUSINESS, MISCELLANEOUS**

**Mr. Scaffide:**

- Nothing further this evening

**Mr. Barr:**

- Nothing further this evening

**Mrs. Walker**

- Nothing further this evening

**Mr. Furey:**

- Nothing further this evening

**Mr. Bellan:**

**MOTION: TO WAIVE THE 30 DAY WAITING PERIOD FOR APPEALS 01-2021, 02-2021 AND 03-2021.**

Moved by G. Bellan, seconded by B. Furey

Upon roll call motion passed unanimously

- Nothing further this evening

**Mrs. Stauffer:**

- Congratulated AYSO on their award and thanked them, along with all other youth sports organizations for all they do for our kids.
- Thanked the ARB for all their time and dedication to the city.
- Nothing further this evening

**Mayor Yates:**

- Nothing further this evening

**Mr. Maistros**

- Nothing further this evening

**Mrs. Collins**

- Nothing further this evening

**Ms. McFearin:**

- Wished everyone a Happy Valentine's Day
- Nothing further this evening

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

Moved by J. McFearin, seconded by G. Bellan

Upon roll call motion passed unanimously

Ms. McFearin reconvened the council meeting and stated personnel was discussed in Executive Session.

**ADJOURNMENT:**

Meeting unanimously adjourned at 8:28pm.

Attest:

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Jo-Ann McFearin  
President of Council

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Shannon Collins  
Clerk of Council