



**Caucus & Regular Council Meeting Minutes**  
**Tuesday, May 9, 2023**  
**7:00 p.m.**

**CAUCUS:**

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

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

**ABSENT:**

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

**Presentations:**

No presentations this evening.

**Items for Discussion:**

Mr. Vazzana spoke about Resolution 67-2023. He stated that there was a question of whether one member was a registered voter. The city did some research and it appears it is still an open question. However, the member has since submitted a letter of resignation. Resolution 67-2023 was to fill the vacancy but Mr. Vazzana asked that council please pass over that legislation as he investigates the vacancy further.

No further items for discussion this evening.

**Audience Participation:**

Bob Thewes – 2229 Demi Drive

Mr. Thewes stated that Mr. Vazzana just covered what he was going to speak about. He stated he did give paperwork to the Clerk who will pass out to council for their review. Nothing further.

Sue Clark – 9845 Crestwood

Mrs. Clark stated she asked questions at the 4/25 council meeting. She thanked the mayor for getting answers and posting them on the Together Twinsburg site. There was an agenda from Zone Co for 4/12. Mrs. Clark asked who the stakeholders are. She stated that if council cannot answer the questions, then the department head should be present at the council meetings. Her concern is that the bid was for \$158,000 and there are questions that cannot be answered.

Mary Papa – 2923 Grandby Circle

Ms. Papa stated she felt that at the previous council meeting two residents were verbally attacked by the council president. She thought it was out of line and a different response could have been given.

Ms. Papa also stated that the two residents she mentioned prior were contacted by the clerk. They were told that if they had questions in the future they needed to submit the Monday before the meeting or they would not be allowed to speak.

Ms. Papa asked that council read, do research and listen to the residents before they vote on items.

Mr. Furey asked Ms. Papa to clarify that she had been told that the clerk of council called two residents and told them they would not be able to speak at a council meeting unless they submitted their questions prior. Ms. Papa asked the clerk if she did not do that. Mrs. Collins responded that she did not. What was told to the residents was that if they provided their questions maybe the mayor would be able to ask those department heads to attend the meeting or provide a written answer so the residents could get them in a timely manner.

No further audience participations at this time.

**Pending Legislation:**

Ordinance 52-2023 - Mr. Barr stated this ordinance is to modify payouts for Intigral Inc. The current benefit is 33%. With the 50% reduction recommended by the committee, the new benefit would be 16.5% starting in payout year 2023. The committee will reevaluate the return to the full 33% if the performance standards are met in the future. This will be voted on later this evening.

Ordinance 60-2023 - Mr. Barr stated this ordinance is to permit 'Child Day Care' by Conditional Use Permit in the C-5 Mixed Residential/Business District as recommended by the Planning Commission. This will be read three times with a Public Hearing being held on May 25<sup>th</sup> at 6:45pm. If passed by council, this will go to the ballot in November for the residents to vote on. This will be on its second reading tonight.

Mr. Deeds asked Mr. Vazzana about some language changes that were discussed at the last meeting. Mr. Vazzana stated he is working with the city planner. There will be revised language prior to the vote.

Ordinance 61-2023 - Mr. Barr stated this ordinance is to approve the list of items to go to auction. This will be on its second reading this evening.

Ordinance 62-2023 - Mr. Barr stated this ordinance is to donate items to the Historical Society. This also will be on its second reading this evening.

Ordinance 63-2023 - Mr. Barr stated this ordinance is to donate items to the First Congregational Church. This will be on its second reading tonight.

Resolution 67-2023 – Mr. Barr that council will pass over this legislation this evening.

**Miscellaneous:**

Mrs. Labbe asked the rest of council if they have noticed any attendance issues with their boards and commissions. She stated that she would like to see a better policy in place for this. Mr. Post stated that the Gleneagles Board meetings have been cancelled due to attendance issues.

Mr. Furey stated that council has the ability to review whether a board or commission is needed if it was established by council. Ms. Labbe stated that she was looking more at attendance requirements and enforcing them. Mr. Post stated that council was looking at better ways to track attendance. Mrs. Collins stated that a new tracking system has been put in place for this.

Mr. Barr stated he would like to recommend that all boards and commissions be reviewed later this year. This could include implementing standard attendance language.

Mayor Scaffide stated that council has reviewed their own attendance in the past so this would be fair to also look at boards and commissions. Mrs. Walker stated regarding the JEDI committee there have been quorum issues also the day of the meeting.

Mr. Post responded to some of the comments earlier. He stated the information that is provided to council is what they have to rely on when evaluating items. There have been times council has heard people talk about items that were not true. They have all said that if there are questions to please ask them. Sometimes the department heads would be the best contact. Council does listen to the residents. There were many public comments regarding zoning issues. Council is now in the process of reviewing the entire zoning code. Mr. Post stated that sometimes it is just a miscommunication.

Mr. Furey asked if council would consider amending the council agenda to add an Executive Session regarding pending legal matters. Council was in agreement and a motion will be made in the regular meeting.

No further miscellaneous this evening.

Meeting adjourned at 7:24pm.

**Regular Council Meeting:**

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

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

**ABSENT:**

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

**INVOCATION & PLEDGE OF ALLEGIANCE:**

Mr. Walker bestowed the Invocation and Pledge of Allegiance.

**APPROVAL OF MINUTES:**

**MOTION: TO APPROVE THE MINUTES FROM THE REGULAR COUNCIL MEETING OF April 25, 2023.**

Moved by G. Bellan, seconded by D. Walker

Upon roll call motion passed unanimously

**AWARDS & PRESENTATIONS:**

Assistant Chief Bosso recognized the 10<sup>th</sup> anniversary of the CERT Team.

Mayor Scaffide presented a proclamation to the family of CERT member Brent Fiorucci.

Short recess was taken.

No further awards or presentations this evening.

**AUDIENCE PARTICIPATION:**

Chuck Bonacci – 11327 Heritage Drive

Mr. Bonacci gave an update on what the Environmental Commission has done. On Earth Day, there was a program in partnership with Summit County Metro Parks. The weather was not great but they still held their event. Thanked Cindy Kurt who assisted with her high school environmental group. He stated that the library also hosted an electronic recycling day.

Mr. Bonacci stated that the Community Shred Day will be on June 24<sup>th</sup> from 9a-12p, or until the truck is full. He stated residents can bring up to ten (10) boxes and is a first come, first serve basis.

No further public participation this evening.

**COUNCIL COMMUNICATION AND REPORTS**

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

- Attended the BZA meeting on 4/26 to hear Appeal 01-23 regarding a Class A Recreation Vehicle. Their next meeting will be on 5/24 at 6:30pm.
- Attended the Safety Committee meeting earlier this evening. Thanked everyone for the presentation. Their next meeting will be on 7/11 at 6:00pm.
- Stated the 5/8 JEDI meeting was cancelled. Their next meeting will 6/13 at 6:00pm.
- Nothing further this evening.

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

- The Finance Committee will meet on 5/23.
- The Miktarian Golf Outing will be on 7/14. Lt. Donato can be contacted for sponsorship opportunities. [bdonato@twinsburg.oh.us](mailto:bdonato@twinsburg.oh.us)
- The VFW Memorial Day Parade will be on 5/29.

- Thanked everyone for their donations to Wounded Warriors in honor of his birthday. \$1,200 was donated.

**MOTION:** TO ADD AN EXECUTIVE SESSION TO TONIGHT'S AGENDA FOR PENDING LEGAL MATTERS.

Moved by B. Furey, seconded by J. Deeds

Upon roll call motion passed unanimously

- Nothing further this evening.

**Daisy Walker – JEDI, Community Relations, Environmental**

- Attended the Environmental Commission meeting on 5/2. Thanked Mr. Bonacci for his update.
- Nothing further this evening.

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

- Stated the ARB met on 5/4. Their next meeting will be on 5/18 at 6:00pm.
  - Case 23-05-19 2055 Enterprise Parkway, Keltec signage – Approved
- The Parks & Recreation meeting scheduled for 4/27 was cancelled due to lack of a quorum. Their next meeting will be on 6/22 at 6:00pm.
  - The Pickle Ball courts will be closed 5/5 – 5/19 and will reopen on 5/20. There are courts available at the Fitness Center if you want to play during the time the courts are closed.
  - Rock the Park tickets are on sale.
  - The Community Theater is looking for volunteers.
  - There will be a Water Safety Rodeo.
- The JEDI meeting scheduled for 5/8 was cancelled due to lack of a quorum. Their next meeting will be on 6/12 at 6:00pm.
- Attended the Safety Committee earlier this evening. Stated the CERT Trailer looks great.
- Nothing further this evening.

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

- Attended the Safety Committee meeting earlier this evening.
- The Charter Review Commission met on 4/27. Their next meeting will be on 5/11 at 6:00pm with an additional meeting on 5/25. Stated all meetings are open to the public.
- Nothing further this evening.

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

- Attended the Safety meeting earlier this evening. Stated that the former CERT trailer is now being used in the Service Department. Discussed the Emergency Operation Plan and the Weather Warning Sirens. The next Public Safety Committee meeting will be on 7/11 at 6:00pm.
- The next Finance meeting will be on 5/23 at 6:00pm.
- The next Public Works Committee meeting will be on 6/13 at 6:00pm.

- Stated the Zoning Code Update initial community survey is on Together Twinsburg and will be open until 4/30. The first public outreach meeting will be held on June 28<sup>th</sup> from 4-6pm, location is to be determined.
- Nothing further this evening.

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

- Attended the Safety meeting earlier this evening. Stated Assistant Chief Bosso gave an update on the CERT Trailer, Weather Warning Sirens and Emergency Operations. Thanked Mr. Furey for his assistance with getting CERT funds for their trailer.
- Nothing further this evening.

**MAYOR'S REPORT:**

- Stated the Parks & Recreation Department hosted their first Adult Scavenger Hunt. Thanked Jennifer and Laura for their great job on this event.
- Stated the Charter Review Commission is working through the charter. The commission is having good conversations and asking great questions.
- Stated that the city is still working with A&M on an agreement but there has been a staffing change for them and we are now working with the new management.
- Stated the Pickle Ball courts are getting work done and will be temporary closed.
- Nothing further this evening.

**DEPARTMENT HEAD REPORTS:**

**Nate Zuege –Waste Water Department Director**

- The Vactor Truck Restoration Project is complete. A local vendor's work on the frame repair and the restoration work performed by the City of Twinsburg's talented Sewer Maintenance Crew has easily prolonged the truck's useful life to at least ten years. The city is fortunate to have such dedicated and passionate employees in the Sewer Maintenance department crew.
- The WPCLF loan was awarded on April 27, 2023. Currently working with the Finance Director to finalize the distribution processes to begin the design phase of the plant improvement project with Burgess & Niple. I wanted to thank all those that were involved in this lengthy process.
- Spoke about an exciting project that occurs each spring at the Wastewater Treatment Plant. Over the last month, WWTP staff has prepared the facility for the E.coli bacteria treatment season. Much of the preparatory work goes on "behind the scenes" for this treatment process each year. Multiple Wastewater Departments work together to complete the goal of removing harmful bacteria from the wastewater before it is released into Tinker's Creek. All effluent clarifiers, chambers, vaults, and contact tanks are taken out of service. This process includes draining and cleaning the listed equipment by Plant Operators. The Maintenance Department inspects the function of disinfection equipment for proper function. Lab personnel aids in verifying the results of disinfection treatment. The treatment season begins on May 1<sup>st</sup> and continues through the summer and fall months. It ends on October 31<sup>st</sup> annually. Thanked the department staff that played an essential role in the preparation for this treatment process.

**Tim Morgan – Fire Chief**

**Call Volume**

- The fire department ran a total of 342 calls in April, for the year that is 1,258 calls, which equal to last year. Approximately 42% overlap with other calls.

#### Fire Prevention

- Inspected 32 locations and 13 fire investigations.

#### Training

- There were 4 Public Education events, 40 personal contacts.
- Department logged 101 training events which was approximately 599 hours of training.

#### Notable Events:

- Nothing to report.

#### Points of Interest:

#### Weather Warning Sirens

- May's monthly test of the system was conducted on the 6<sup>th</sup>. Both the sites on Liberty Rd. and on Ravenna Rd. in the Township failed to operate properly (6 of 9 worked properly). Parts remain on order for the malfunctioning units.

#### Personnel

- Nothing to report.

#### Facilities

- Some concrete repairs are being completed on the front apron at Station #1.
- Station #1 Bay Doors are being evaluated for repair of the lintels.

#### Fleet

- 2 Med Units on order – 2023 Delivery (1 Chassis delivered in April)
- Ladder 2 Replacement Committee formed – 2024-25 Delivery.
- Tower 1 Refurbishing Committee formed – 2024-25 Completion.
- The new car for the Fire Chief has been received, up-fitting with emergency equipment will be forthcoming.

#### Equipment

- Nothing to report.

#### Projects in Process

- Emergency Operations Plan Review.
- ISO Evaluation – site visit was completed on 2/23, the report is expected in a couple of months.
- Hydrant Flushing – the annual process has started and will continue through the summer until all of the almost 2,000 hydrants have been completed.
  - This process helps to flush sediment from the water lines and ensure that the hydrants are functioning properly.
  - In areas close to where hydrant flushing is taking place, you may notice cloudy water. Simply run the water until it clears up.
  - Be mindful of crews working at the sides of the road, slow down and give them a wide margin for their safety and drive slowly through any flowing or standing water.

#### Current Staffing (as of 5/1/23)

- Currently reviewing the files of candidates, conducting interviews, and background checks for Full and Part Time positions.
- Full Time Staffing: Firefighter John Knaus worked his last shift on May 5<sup>th</sup>. He retires after over 31 years of service to the community. He was hired part time in October 1992 and hired full time in January 1998.
- Part Time Staffing: Scott Grenig resigned on 4/26/23, citing inability to meet time requirements.

12 Part-time  
1 Fulltime Executive Assistant  
1 Part-time Administrative Assistant

NPDES:

- Nothing to report.

Community Relations and Special Projects:

- Nothing to report.

**Christina Conway – Finance Director**

April Income Tax Receipts

- April 2023 income tax receipts total \$2,008,353.31 compared to April 2022 receipts in the amount of \$2,036,290.26. This reflects a decrease of 1% of \$27,936.95 compared to last year.
- YTD 2023 income tax receipts total \$6,105,529.66 compared to YTD 2022 receipts in the amount of \$5,889,558.45. This reflects an increase of 3% or \$215,972.21 compared to last year.
- Refunds in the amount of \$49,675.95 are included in the April collections

Other Items

- OPWA loan for WWTP Improvement Project was approved. Will be bringing an appropriation amendment to the next Council meeting as the loan status was undetermined at the time the Permanent Appropriations were passed.
- Currently preparing the Annual Tax Budget which is required to be approved by Council by July 15, 2023. This will be presented at the first Council meeting in June.
- Preparing the paperwork for the renewal of our liability and property insurance. This will be presented at either the last Council meeting in May or the first meeting in June.
- Starting in July, the annual budget preparations will begin for the 2024 budget.

No further Department Head reports this evening.

**LEGISLATION**

**ORDINANCE 52-2023** - AN ORDINANCE AMENDING THE TWINSBURG OCCUPANCY PROGRAM AGREEMENT BETWEEN THE CITY OF TWINSBURG AND INTIGRAL, INC. AS RECOMMENDED BY THE TAX INCENTIVE REVIEW COUNCIL. (Stands on First Reading)

Read by S. Collins

**MOTION: TO ADOPT ORDINANCE 52-2023**

Moved by S. Barr, seconded by D. Walker

Upon roll call motion passed unanimously

**ORDINANCE 60-2023** - AN ORDINANCE AMENDING SECTION 1148 AND 1151 OF THE TWINSBURG ZONING AND DEVELOPMENT REGULATIONS SETTING FORTH THE PERMITTED USES IN A C-5 MIXED RESIDENCE/BUSINESS DISTRICT.

Read by S. Collins



**ORDINANCE 61-2023** - 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

**ORDINANCE 62-2023** - AN ORDINANCE AUTHORIZING THE CITY TO DONATE CERTAIN PERSONAL PROPERTY OWNED BY THE CITY OF TWINSBURG AND NO LONGER NEEDED FOR MUNICIPAL PURPOSES TO THE TWINSBURG HISTORICAL SOCIETY

Read by S. Collins

**ORDINANCE 63-2023** - AN ORDINANCE AUTHORIZING THE CITY TO DONATE CERTAIN PERSONAL PROPERTY OWNED BY THE CITY OF TWINSBURG AND NO LONGER NEEDED FOR MUNICIPAL PURPOSES TO THE FIRST CONGREGATIONAL CHURCH TWINSBURG.

Read by S. Collins

**RESOLUTION 67-2023** - A RESOLUTION APPOINTING THE ONE MEMBER TO THE 2023 CHARTER REVIEW COMMISSION OF THE CITY OF TWINSBURG; AND DECLARING AN EMERGENCY

Resolution 67-2023 was passed over this evening.

**UNFINISHED BUSINESS, NEW BUSINESS, MISCELLANEOUS**

**Jeff Deeds:**

- Nothing further this evening.

**Mr. Post:**

- Nothing further this evening.

**Mr. Furey:**

- Nothing further this evening

**Karen Labbe:**

- Thanked the Mayor for the proclamation for Brent Fiorucci's family.
- Nothing further this evening.

**Mr. Bellan:**

- Nothing further this evening.

**Mrs. Walker:**

- Nothing further this evening.

**Mr. Barr:**

- Nothing further this evening.

**Mayor Scaffide**

- Nothing further this evening.

**Mr. Vazzana**

- Nothing further this evening.

**Mrs. Conway**

- Nothing further this evening.

**Mrs. Collins**

- Nothing further this evening.

**MOTION:** To enter into an Executive Session to discuss pending legal matters.

Moved by S. Barr, seconded by B. Furey

Upon roll call motion passed unanimously

Reconvened Executive Session and stated that pending legal matters were discussed.

**ADJOURNMENT:**

Meeting adjourned at 8:35pm.

Attest:

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Scott Barr, President of Council

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Shannon Collins, Clerk of Council