



**Caucus & Regular Council Meeting Minutes**  
**Tuesday, September 12, 2023**  
**7:00 p.m.**

**CAUCUS:**

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

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

**ABSENT:** S. Barr and B. Furey

**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:**

No items for discussion this evening.

**Audience Participation:**

Bob Thewes – 2229 Demi Drive

Mr. Thewes spoke about an issue with a fence. He asked if Mr. Foulkes has been told to stop enforcing a bad zoning code. He stated he has proof that this is illegal. He stated the residents need to know this when they vote this fall.

Mr. Deeds asked for the specific case Mr. Thewes was referring to. Mr. Deeds asked which fencing code he was referencing. Mr. Thewes talked about easements and said he would talk to Mr. Deeds during the break about it.

Break due to medical event 7:05 – 7:10p.

Mr. Bellan responded to Mr. Thewes' comments. He stated he talked to Mr. Thewes after the last meeting and asked Mr. Vazzana if he has reviewed this.

Mr. Vazzana spoke to the specific fence issue on Demi Drive. Mr. Vazzana looked into this issue and talked to Mr. Thewes and Mr. Foulkes. Mr. Vazzana stated he does not believe this issue is a zoning matter but may be a property rights issue. He spoke about the utility easements, rear property line and

where the fence can be put. Mr. Bellan asked if Mr. Vazzana could please email Mr. Thewes and copy him on the email.

No further audience participations at this time.

**Pending Legislation:**

Ordinance 88-2023 – This ordinance is to accept the tax amount and rate for the 2023 tax year. These taxes will be collected in 2024. The Total millage is 3.0 which the county estimates to generate \$2.19 million. This includes the 0.3 for the Police Pensions, 0.3 for Fire Pensions and the 2.4 mils for the Police & Fire Levy Fund. This will be on its second reading tonight.

Ordinance 89-2023 – This ordinance is for the advancement of local taxes from Summit County. This is annual legislation to authorize the request of advancement from the county for local taxes. This will also be on its second reading tonight.

Ordinance 92-2023 – This ordinance is a budget adjustment for the Bank Stabilization and Sanitary Repair Project. This will also be on its second reading tonight.

Ordinance 95-2023 – This ordinance is to amend Resolution 56-2020 regarding the JEDI Committee. This will also be on its second reading tonight.

Mr. Vazzana discussed the changes and stated that the changes do not affect the resident members and assigns the commission to the Human Resources Department. Mr. Post stated this will make this committee similar to the other boards and commissions of the city.

Mr. Deeds stated that there was some conversation at last night's JEDI committee meeting. He stated that none of the committee members were aware of these changes. Mr. Deeds suggested that before council votes on this they should allow the members who would like, to come in and address council.

Mr. Bellan agrees with this and stated that this is why there are three readings. He invited them to come to the next meeting to discuss prior to the vote.

**Miscellaneous:**

**MOTION:** TO ENTER INTO AN EXECUTIVE SESSION TO DISCUSS MATTERS PURSUANT TO OHIO REVISED CODE § 121.22(G) (4): NEGOTIATIONS. TO PREPARE FOR, CONDUCT AND REVIEW NEGOTIATIONS AND BARGAINING SESSIONS WITH PUBLIC EMPLOYEES CONCERNING THEIR COMPENSATION AND TERMS OF THEIR EMPLOYMENT.

Moved by D. Walker, seconded by G. Bellan

Upon roll call motion passed unanimously

No further miscellaneous this evening.

Meeting adjourned at 7:32pm.

**Regular Council Meeting:**

Mrs. Walker called the Regular Council meeting to order at 7:33pm.

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

**ABSENT:** S. Barr and B. Furey

**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:**

Mrs. Labbe bestowed the Invocation and the Pledge of Allegiance.

**APPROVAL OF MINUTES:**

**MOTION: TO APPROVE THE MINUTES FROM THE REGULAR COUNCIL MEETINGS DATED AUGUST 22, 2023.**

Mr. Post asked if the minutes could be approved at the next meeting due to council receiving them late. Council agreed and will consider these for approval at the next meeting.

**AWARDS & PRESENTATIONS:**

No awards or presentations this evening.

**AUDIENCE PARTICIPATION:**

Jonah Pichette – 11146 Heritage Drive

Mr. Pichette spoke about the tour the Environmental Commission members got to take of the Waste Water Treatment Plant and what he learned. Stated the Library is having an E-Waste Recycling on 9/23 from 10-2. Summit County ReWorks will be closing for the season with their last date being 9/28. He also mentioned the Summit County Metro Parks Fall Hiking Spree which runs from 9/1 to 11/30.

No further public participation this evening.

**COUNCIL COMMUNICATION AND REPORTS**

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

- BZA met on 8/23. They discussed variance 02-2023 which was request for 9879 Shepard Road to create, modify and split two existing parcels and create two non-conforming parcels. This variance passed.
- Attended the JEDI meeting on 9/11. Stated the committee is working on a free movie night in January or February, more information to come.
- Thanked the high school students who set up the 9/11 flag memorial on the front lawn of the school.
- Nothing further this evening.

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

- Thanked the members of the Capital Improvements Board and Finance Director and Department Heads for the work they are doing.
- The next Finance Committee meeting will be on 9/26 at 6:00pm.
- The next Public Works meeting will be on 10/10.
- The next Public Safety meeting will be on 11/14.
- The next Zoning Code Update Working Committee meeting will be on 9/13 and the next Community Outreach will be on 10/4 from 5:30-7:30p at the Community Center.
- Nothing further this evening.

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

- The next Planning Commission meeting will be on 9/28.
- Nothing further this evening.

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

- ARB met on 9/7.
  - Case 23-09-44 10173 Ravenna Road – Twin Masks Performing Arts Center Signage – Approved
  - Case 23-09-45 1790 Sunview Drive – Almquist Home Addition – Approved
  - Case 23-09-46 2569 East Aurora Road – Jasmine Beauty Center Signage – Approved
  - Case 23-09-47 10735 Ravenna Road – Bins 2 Bargains Signage – Approved
- JEDI met on 9/11. Their next meeting will be 10/9 at 6:00pm. They will have a booth at the Safety Forces Open House.
- The CIC will meet on 9/21.
- The next Parks & Recreation meeting will be on 10/26.
  - Oktoberfest 10/28
  - 20<sup>th</sup> Anniversary Party 9/16
  - Senior Snow Plow applications are being accepted until 11/30.
- Attended the Capital Improvements meeting earlier this evening.
- Nothing further this evening.

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

- JEDI met on 9/12.
- Mr. Pichette gave an update on the Environmental Commission earlier this evening.
- Nothing further this evening.

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

- Not in attendance this evening.

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

- Not in attendance this evening

**MAYOR'S REPORT:**

- Attended the Fire Department Golf Outing. Gave a shout out to the organizers of the event as fun was had by all.

- Continued his business outreach by visiting Innovation Food Services and Ritenour Group.
- Attended the Ribbon Cutting for Pet Suites on 9/13. Welcomed them to Twinsburg.
- Nothing further this evening.

### **DEPARTMENT HEAD REPORTS:**

#### **Keith Foulkes – Chief Building Commissioner**

- Building permit fees collected (residential and commercial) - \$ 18,993.69
- Total valuation of construction - \$ 2,360,054.52
- Certificates of occupancies issued - 26
- Total license fees collected - \$ 2,250.00
- Sewer improvement fees collected - \$ 0.00
- Monthly POS applications total - 9
- YTD POS applications total - 87
- Monthly housing violation actions total - 12
- YTD housing violation actions total – 217
- Monitoring number of people in person – 185 in July, 144 in August
- 9392 Ravenna Road has been issued a certificate of transfer to new owner.
- 2600 E. Aurora Road was sold at auctioned.
- 2700 E. Aurora Road where UH Hospitals is opening a new Urgent Care.

#### **Nate Zuege–Waste Water Department Director**

- Submitting an updated OWDA WPCLF Nomination form for the project's construction phase. Just as with the design phase, the nomination form acts as a "placeholder" for OEPA for the construction loan needed next year. The application process will begin next year during the second quarter. The Mayor, myself, and the Finance Director have met to formulate a plan of action for funding the project. Early next year, the Wastewater Department will perform a sewer rate study to establish estimated costs for future needs of the WWTP. The study is a mandatory portion of the application as it aids in showing that the City will be able to fund the improvements.
- As we move farther into the design phase this month, we will start to meet with multiple vendors. The vendors we meet with carry/ sell the equipment that best meets the facility's needs. Over the next two weeks, Wastewater Staff will meet with Ozonia Suez, Glasco, and Ultra Tech to review their UV options. We will meet with Kruger, Westech, and Nuevo to review the different tertiary treatment options. This is the next step towards reaching the goal of 30% design in October.
- Provided some general information and statistics that resulted in the completion of the Wastewater City Occupancy Internship. Abby worked from May 30th through August 11th on the project 30 hours a week.
  - Priority was set on 25 main roads in the City that would provide the most significant impact on data collection. Abby was able to visit all businesses on 14 of them. She hand-delivered 229 Business Information update questionnaires. We have received 34.5 % of them back that were filled out completely. She was also able to perform 108 fixture count inspections, which aided in the accuracy of the sewer billing.
  - Not only was the information helpful to the Wastewater Department, but she organized the information so that it could be passed along easily to the Building Department, Police and Fire Departments, and the Economic Developer. Overall, the project went well and was a success in

my eyes. Questionnaires were filled out and returned promptly. She relayed that business owners were willing to listen to her, and the results showed that.

No Department Head reports this evening.

**LEGISLATION**

**ORDINANCE 88-2023** - AN ORDINANCE ACCEPTING THE AMOUNT AND RATE AS DETERMINED BY THE SUMMIT COUNTY BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY FISCAL OFFICER; AND DECLARING AN EMERGENCY.

Read by S. Collins

Mrs. Walker stated this ordinance is now on stands on its second reading.

**ORDINANCE 89-2023** - AN ORDINANCE AUTHORIZING THE ADVANCEMENT OF LOCAL TAXES FROM THE SUMMIT COUNTY FISCAL OFFICER FOR THE TAX YEAR 2023 PAYABLE IN 2024 IN ACCORDANCE WITH OHIO REVISED CODE SECTION 321.34; AND DECLARING AN EMERGENCY.

Read by S. Collins

Mrs. Walker stated this ordinance is now on stands on its second reading.

**ORDINANCE 92-2023** - AN ORDINANCE AMENDING THE CURRENT YEAR APPROPRIATIONS FOR THE GENERAL REVENUE ACCOUNT AS ESTABLISHED IN ORDINANCE 28-2023, THE APPROPRIATION ORDINANCE OF THE CITY OF TWINSBURG FOR THE YEAR 2023, TO REFLECT GRANT FUNDING RECEIVED FOR THE BANK STABILIZATION AND SANITARY REPAIR PROJECT; AND DECLARING AN EMERGENCY.

Read by S. Collins

Mrs. Walker stated this ordinance is now on stands on its second reading.

**ORDINANCE 95-2023** - AN ORDINANCE AMENDING THE COMPOSITION OF THE SPECIAL REVIEW COMMITTEE KNOWN AS THE JUSTICE, EQUITY, DIVERSITY, AND INCLUSION COMMITTEE.

Read by S. Collins

Mrs. Walker stated this ordinance is now on stands on its second reading.

**UNFINISHED BUSINESS, NEW BUSINESS, MISCELLANEOUS**

**Jeff Deeds:**

- Wished Mr. Thewes well.
- Nothing further this evening.

**Mr. Bellan:**

- Stated yesterday was the 22<sup>nd</sup> anniversary of 9/11. He remembered where he was that day. He shared something he read about missing September 12<sup>th</sup>.

- Nothing further this evening.

**Mr. Post:**

- Wished his mom a Happy 80<sup>th</sup> Birthday.
- Wished everyone a Happy Rosh Hashanah which is the Jewish New Year. He stated on the Jewish calendar it will be the year 5784.
- Nothing further this evening.

**Mr. Furey:**

- Not in attendance this evening.

**Mrs. Walker:**

- Nothing further this evening.

**Karen Labbe:**

- Thanked the Service Department for their hard work on the additional branch chipping after the storm.
- Wished Mr. Vazzana a Happy Birthday.
- Nothing further this evening.

**Mr. Barr:**

- Not in attendance this evening.

**Mayor Scaffide**

- Thanked the Service Department for the additional branch chipping and all their hard work after the storm. Asked the residents to be patient as they work through the city.
- Thanked Chief Mason and his staff for the additional speed control on Glenwood Drive.
- Nothing further this evening.

**Mr. Vazzana**

- Nothing further this evening.

**Mrs. Conway**

- Nothing further this evening.

**Mrs. Collins**

- Nothing further this evening.

**MOTION:** TO EXCUSE MR. BARR AND MR. FUREY FROM TONIGHT'S MEETING.

Moved by D. Walker, seconded by K. Labbe

Upon roll call motion passed unanimously

**ADJOURNMENT:**

**MOTION: TO ADJOURN THE MEETING.**

Moved by D. Walker, seconded by G. Bellan

Upon roll call motion passed unanimously

Meeting adjourned at 8:08pm.

Attest:

---

Scott Barr, President of Council

---

Shannon Collins, Clerk of Council