



**Caucus & Regular Council Meeting Minutes**  
**Tuesday, October 8, 2019**  
**7:00 p.m.**

**CAUCUS:**

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

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

**ABSENT:**

**ALSO PRESENT:** Ted Yates, Mayor  
David Maistros, Law Director  
Sarah Buccigross, Finance Director  
Shannon Collins, Clerk of Council

Mr. Steele reminded the audience there are rules of council and he will be following those at the request of everyone on council.

**Presentations:**

No presentations this evening.

**Items for Discussion:**

No items for discussion this evening.

**Audience Participation:**

**Bob Thewes – 2229 Demi Drive**

Mr. Thewes asked for clarification on the sign ordinance and where signs can be placed. Should those in tree lawn be moved back?

Mr. Furey stated the date when they can be placed and removed and the right of way. Right of way is considered the tree lawn side of the sidewalk.

Mr. Steele stated he was told by the Building Department that if there was no sidewalk, the tree lawn is the area from the road to the telephone poles.

Mr. Furey stated the sign ordinances is being reviewed. The city cannot regulate content but can regulate size to a certain extent, number of and the timeframe signs are allowed out.

No further audience participations this evening.

**Pending Legislation:**

**Ordinance 83-2019 - Creating Chapter 771 Regulating Short Term Rentals**

Mr. Maistros stated this is the third and final reading on this ordinance. There was some minor clerical changes and there was the change of language that Mr. Metropolis brought up at the last meeting. The change incorporates language that allows the ordinance to change with any federal regulation changes so that the ordinance does not need to be reviewed each time the feds change their policy.

**Resolution 86-2019 - 2020 Tax Advance**

Mrs. Buccigross stated this is the resolution the city passes each year to take the advances from Summit County on the property taxes that they collect.

**Ordinance 87-2019 - Amending Petty Cash Funds**

Mrs. Buccigross stated that the Finance Department performed an audit of the Petty Cash throughout the city. Updates include a reduction to the golf course and updating to current practices.

**Ordinance 88-2019 - Amending Definition of Family as pertains to chapter 1105 of codified ordinances**

Mr. Maistros stated this will define family as ‘one or more persons related by blood, marriage, adoption or not more than four (4) persons not related by blood, marriage or adoption, occupying a dwelling unit as a single housekeeping unit.’

Mr. Bellan asked that what the city is trying to avoid is six-eight people living in a house that are not related. Mr. Maistros stated yes.

Mr. Furey asked if council could go back to Ordinance 83-2019. He asked Mr. Maistros if he updated and would still like it passed tonight. Mr. Maistros stated yes, everything else is the same it just allows for the city’s ordinance to change with the federal regulations as they change. Mr. Maistros stated if council is prepared to move forward tonight he would ask that please consider.

**Miscellaneous:**

No miscellaneous this evening.

Meeting adjourned at 7:08 pm.

**Regular Council Meeting:**

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

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

**ABSENT:**

**ALSO PRESENT:** Ted Yates, Mayor  
David Maistros, Law Director  
Sarah Buccigross, Finance Director  
Shannon Collins, Clerk of Council

**INVOCATION & PLEDGE OF ALLEGIANCE:**

Ms. McFearin bestowed the Invocation and led Council in the Pledge of Allegiance.

**APPROVAL OF MINUTES:**

**MOTION TO APPROVE THE MINUTES FROM SEPTEMBER 24<sup>th</sup> MEETING**

Moved by B. Furey, seconded by J. McFearin

Upon roll call motion passed unanimously

**AWARDS & PRESENTATIONS:**

No awards or presentations this evening.

**PUBLIC PARTICIPATION:**

**Bob Thewes – 2229 Demi Drive**

Mr. Thewes thanked Councilman Bellan, Mayor Yates and Finance Director Sarah Buccigross for their work on getting the new sign at Meadowood. He stated that residents are given one opportunity to speak for a limit of five minutes and not allowed to address council by name at these meetings and council and the mayor have multiple opportunities to speak and are allowed to address residents by name. He stated that the freedom to speak on the resident side of the podium is a joke.

**Karen Clinton -2045 Glenwood Drive**

Mrs. Clinton spoke for herself as a resident in regards to the traffic on Glenwood with the roundabout being closed for work. Traffic has slowed down and she wishes it could stay closed. Mrs. Clinton also spoke as a member of Active Citizens of Twinsburg with regard to the Open Records Act and Sunshine Laws, side conversations and texting during public meetings. She asked that the Law Director remind council that these may be subject to public record. She then spoke about the Fire Departments ambulance billing and the money collected should be going back to fire and not the general fund. She would like this looked into to make sure there is not Medicare fraud going on and to allow for the fire department to purchase the things they need with this money.

**Michael A. Turle – 9930 Forest Lake Drive**

Mr. Turle spoke in regards to recent fundraiser at Sassy's for the young adults that were affected by the wrong way crash on I-90. He stated this was a great event to benefit the families. This renewed his faith in our community and would like the hate to stop.

No further public participation this evening.

Mr. Steele stated that the mayor, himself and Sam were at the event and stated the group that put on the event for those families did an awesome job.

Mr. Steele responded to Mrs. Clinton's comments about the ambulance billing. He stated that the money brought in on this billing from the township goes back to the township and the money brought in to the city does go back to the fire department. The city is audited each year and passes.

### **COMMITTEE AND/OR COMMISSION REPORTS:**

#### **Mr. Bellan – Public Works, Fitness Advisory, Golf Advisory**

- ARB met on 10/3 the following cases were heard. Their next meeting will be 10/17 at 6:00pm.
  - Case 19-10-95 – 9817 Ravenna Road – Pavilion – Approve as submitted
  - Case 19-10-96 – 3050 North Arbor Glen Drive – Monument Sign – Approve as submitted
  - Case 19-10-97 – Whitewood Parkway and Altamont Drive – Monument Signs
    - Altamont Drive Monument Sign - Approve as submitted
    - Whitewood Parkway Monument Sign - Approve as submitted
  - Case 19-10-98 – 8581 Darrow Road, Zoom Car Wash – Wall Sign
    - Motion: To approve the variance for an additional wall sign on the South Elevation. passed unanimously
    - Motion: Approve as submitted - passed unanimously
- Golf Advisory Board next meeting will be 11/19 at 6:30pm
- Nothing further to report this evening

#### **Mr. Scaffide – Finance, Capital Improvement, BZA**

- BZA will meet on 10/9 at 6:30pm at City Hall
- Attended and volunteered the Heart for Healing fundraiser on Sunday to benefit the families of the affected by the tragic accident earlier this summer. It was a great event and it was nice to see so many in attendance and supporting these families.
- Nothing further to report this evening

#### **Mr. Furey – Finance, Treasury, Tax Incentive Review**

- CIC met and discussed the downtown development district. Work with the historic buildings and be eligible for funds to improve and enhance those areas. The sign code revisions were discussed briefly. Next meeting will be 11/18 at 6:00pm
- The city gas aggregation is \$2.82 per mcf. If there are any question you can call Mr. Furey, city hall or Constellation Energy at 800-699-4014.
- Sent his condolences to the Procop family on the loss of the former mayor's mother.
- Nothing further to report this evening

#### **Mr. Barr – Public Works, Public Safety, Planning, Environ. Commission**

- The Planning Commission met on 10/1 and discussed the final site plan for Siffron which was approved and also a similar use for 8252 Darrow Road which was also approved. The next meeting will be on 10/21 at 7:00pm.
- The Environmental Commission met on 10/1 and has some events coming up. Community Clean-up Day is on 10/12 9-12p, Community Shred Day is 10/19. Limit to 10 file boxes and please only bring items that need to be shred. The commission continues to work on Earth Day

2020 event that will take place in the spring. The next Environmental Commission meeting will be after the first of the year.

- Nothing further to report this evening

**Mrs. Stauffer – Public Works, Community Relations, Twins Days**

- Is a current member of the Kent State Regional Academic Center Board and stated that there are many degrees including nursing, that can be earned right here in Twinsburg. The courses are approximately 40% less than main campus.
- Nothing further to report this evening

**Ms. McFearin – Parks & Rec, Public Safety, Community Relations, Vol. Fireman**

- Attended the CIC meeting on 10/7
- Parks and Recreation Commissions next meeting will be on 10/24 at 6:30.
- Nothing further to report this evening

**Mr. Steele – Finance, Public Safety, Chamber, Charter Review**

- Nothing to report this evening

**MAYOR'S REPORT:**

- Spoke with Gerald Craig from Summit County regarding Issue 14 which is their upcoming renewal bond for \$2.95 million to continue with support of drugs, addiction and mental illness.
- Fire Department Open House will be 10/9. This is a fun, family event.
- The Art Festival will be this Saturday, 10/12 at the Community Center.
- Attended the Ribbon Cutting for Allstate Agency.
- Liberty ballfield is almost done. There will probably be a formal dedication in the spring.
- Sent his condolences to the former Mayor Kathi Procop on the passing of her mother.
- Reminded residents that the memorial service for former Mayor James Karabec will be this Friday from 2-6 at the Hilton Garden Inn
- Attended and volunteered at the Hears for Healing event. Stated it was great for the community to come together and show the families how much we all care. Thanked everyone who had something to do with the event and the residents in the surrounding areas for their understanding of the noise.
- Nothing further to report this evening

**DEPARTMENT HEAD REPORTS:**

**Tim Morgan – Fire Chief**

**Call Volume**

- The fire department ran a total of 237 calls this September, for the year that is 2189 calls, which up 3% compared to last year.

**Fire Prevention**

- Inspected 7 locations and 6 fire investigations.

**Training**

- There were 16 hours of Public Education totally about 192 personal contacts
- Department logged 152 training events which was approximately 957 hours of training.

**Notable Events**

- Event #19-20646, 9/6 @ 09:45: Called to a business on Darrow Rd. for a car that had driven into the building. Crews arrived to find that an elderly female had driven her car into the entry way of the building. Personnel assessed the driver, the car, and the structure. The driver was uninjured and the car received moderate damage. The building had a portion of the exterior wall and the entry door pushed in, but with the assistance of Building Department personnel, it was determined that the building was still structurally sound, and no supplemental support was needed.

### **Points of Interest**

- Weather Warning Sirens: October's monthly test of the system was conducted on the 5th, and all sirens functioned properly.
- Hydrant Flushing: Hydrant flushing was completed for the year with 1,917 flushed in the City and Township. Part of Ashdale Dr. and Darrow Rd. north of Glenwood Dr. were not done due to active construction projects.
- Ladder Testing: On 9/10 and 9/11, Annual Testing was completed on both aerial devices and all department ground ladders. All items passed with only minor issues needing to be addressed on the two aerials.
- ACLS Recertification: During September most TFD personnel completed Advanced Cardiac Life Support Recertification, which is good for two years.
- Live Fire Training: On September 14 TFD conducted a training burn at a vacant building on the Reuter-Stokes campus. The event was a great success and TFD wants to acknowledge and thank Reuter-Stokes for their commitment to the community and their sizable contributions to making the training happen. Almost all of our members had some part in preparation for and/or participation in the training but, congratulations and thanks go to Captain DeVito-Staub as she took the lead in planning and administration of the event.
- Lieutenant Promotional: The written test was 9/19, with top 6 testers participating in Assessment Center on 9/26. The Civil Service Commission is expected to certify the results on 10/10, and we hope to have a new Lieutenant named soon thereafter.
- Part-time Staffing: During September, Hanna August was added to the roster.
- Fire Department Open House: in recognition of Fire Prevention Week we will be hosting our annual open house on 10/9, from 5:30 to 8:00 pm, and we extend an open invitation to all community residents.
- Master PIO: Congratulations to Assistant Chief Steve Bosso on completing the Master Public Information Officer course through FEMA on September 20. Steve is one of less than 70 people across the U.S. to accomplish this. He was then invited to participate in a focus group to rework all levels of FEMA's PIO curriculum. All this serves as a testament to his ability and professionalism, and TFD is proud of him for his achievement.

Mr. Furey asked if the city will be doing any CPR training this year. Chief Morgan stated that he imagines it will be in February again during Heart Healthy Month.

### **Kolette Woloszynek – Human Resource and IT Director**

#### **Civil Service**

- No Meeting in September
- LT exam was held 9/19 (written portion) & 9/26 (assessment portion)
- Results are in and the list will be certified at the next meeting this Thursday 10/10

#### **Human Resources**

- Flu Shots were provided again this year - in September
- Lunch 'n Learn 10/30 – dietitian – holiday meal planning
- HCCC met on 9/24 – claims ratio has been running very well for the last 2-3 years so we are strongly considering self-insurance for 2020. Our latest claims report had our net loss ratio at 54.6% for the combined PPO and HSA plans. (PPO 57.4% & HSA 53.4%) Oswald has created some very preliminary projections for self-insurance, but we are still in the investigatory stages - more research and planning necessary. We will be meeting with them again very soon to dig deeper into this possibility.
- Currently researching web-based training for our employees. Onsite presentations are just not practical or cost effective for our scattered workforce. They do not reach all employees due to varied schedules and availability. Providing training that is trackable and interactive and that all employees can access as their schedules permit is the most efficient way to ensure the training is available to all employees.
- Topics would include drug-free workplace, harassment/bullying, safety, diversity, Supervisor, customer service, FMLA, etc. All can be delivered as web-based training – which is the most efficient and cost-effective method for delivering a wide variety of important information.
- Hoping be able to get some money into my budget for this training in 2020.

#### **Information Technology**

- Windows 10
- Oct is Cyber awareness month; Kolette, Zach & Don attended Cyber Awareness seminar at AtNet in Sept – learned about ransomware and hijacking, etc.
- The IT team is currently running some cyber awareness training with employees via our web-based internet security company, KnowBe4.

#### **Chris Campbell – Public Works Director**

- Animal Control – Crews removed 20 dead animals from the streets. We will continue to work with A & S Animal Control for trapping etc.
- Storm Area Checks – The collection areas were cleaned once in September with minimal debris removed.
- Microturbine – The Wastewater department’s microturbine continues to run well
- Branch Chipping – The September chipping was completed at 473 stops with 164.0 cu yd of material collected.
  - Current Round – The October round of chipping began on Monday, August 7.
  - Next Round – The November round will begin on Monday, November 4.
- Leaf Removal – This year’s leaf removal program will begin on Monday, October 14 and continue until the end of the year or until weather prevents the removal.
- Street Sweeping – The second trip through the city was completed on September 23 with 15 cu yd of material collected. We will attempt to a final round before leaf season gets heavy.
- Striping - Painting of the parking space lines in all city-owned parking lots has been completed.
- Roadside Berm Mowing – Mowing of the berms continues
- Sidewalk Leveling – Leveled 918 feet of sidewalks throughout the city.
- Delineators – Repaired the delineators at all of the railroad crossings.
- Guardrail Repair – Assisted contractor with guardrail repairs on Darrow Rd. We have no other locations needing repair.

Mrs. Stauffer asked who determines the sidewalks that need leveling. Is it the residents or the city staff? Mr. Campbell stated that the Service department works together with the Engineering department to establish the list but residents can call in also.

Mr. Steele asked if the city is done with crack sealing. He stated there is a crack in his street that Mr. Furey has seen. Mr. Campbell stated yes they are done but have looked at that area. They are working with Engineering.

**Sarah Buccigross – Finance Director**

- Finance is continuing to work with the Auditor of State Performance Audit team on the city-wide Performance Audit. The City completed the latest Request for Information in September. Lori will be out with an update on their progress later this month.
- Will be attending the MFOA/OML combined training session in Columbus this month.
- Interest Earnings through September 30, 2019 are \$169,214.57. This is an increase of 16.43% over the interest earnings at September 30, 2018 of \$145,341.61. The Treasury Investment Board will meet on November 26<sup>th</sup> at 5pm.
- The 2020 Capital Budget was presented to and approved by the Capital Improvement Board. Departmental Operating/Capital budget presentations will start at this month's Finance Committee meeting. The October meeting will have presentations from Police, Fire, and Engineering (including Infrastructure Program for 2020).
- The September Financials are being finalized this week and will be released on the City's website as soon as they are available.

**LEGISLATION**

**ORDINANCE 83-2019 - AN ORDINANCE ESTABLISHING CHAPTER 771 OF THE CODIFIED ORDINANCES OF THE CITY OF TWINSBURG REGULATING SHORT TERM RENTAL PROPERTY WITHIN THE CITY (Stands on Second Reading)**

Read by S. Collins

**MOTION: TO ADOPT ORDINANCE 83-2019**

Moved by B. Steele, seconded B. Furey

Upon roll call motion passed unanimously

**RESOLUTION 86-2019 - A RESOLUTION AUTHORIZING THE ADVANCEMENT OF LOCAL TAXES FROM THE SUMMIT COUNTY FISCAL OFFICER FOR THE TAX YEAR 2019 PAYABLE IN 2020 IN ACCORDANCE WITH O.R.C. SECTION 321.34**

Read by S. Collins

**MOTION: TO ADOPT RESOLUTION 86-2019**

Moved by B. Steele, seconded B. Furey

Upon roll call motion passed unanimously



**ORDINANCE 87-2019 - AN ORDINANCE AMENDING REVOLVING PETTY CASH FUNDS FOR VARIOUS DEPARTMENTS, REPEALING ALL ORDINANCES IN CONFLICT THEREWITH**

Read by S. Collins

**ORDINANCE 88-2019 - AN ORDINANCE AMENDING SECTION 1105.01 OF THE CODIFIED ORDINANCES OF THE CITY OF TWINSBURG REGARDING DEFINITION OF “FAMILY” AS IT APPLIES TO RESIDENTIAL DISTRICTS IN THE CITY**

Read by S. Collins

**UNFINISHED BUSINESS, NEW BUSINESS, MISCELLANEOUS**

**Mayor Yates:**

- Nothing further this evening

**Mr. Barr:**

- Nothing further this evening

**Mrs. Stauffer:**

- THS After Prom Parent Committee will be hosting a Wine Tasting at the Clubhouse on 10/24. Tickets are \$30 and can be purchased by contacting Angel Keefe or Shannon Collins through city hall.
- Nothing further this evening

**Ms. McFearin:**

- Encouraged residents to look into all the activities at the Senior Center. There is usually something each day during the week. Some are free and some have a cost associated.
- Nothing further this evening

**Mr. Bellan:**

- Nothing further this evening.

**Mr. Scaffide:**

- Sent his condolences to the family of former Mayor Kathi Procop on the passing of her mother.
- Nothing further this evening.

**Mr. Furey:**

- Nothing further this evening

**Mr. Steele**

- Sent his condolences to the family of former Mayor Kathi Procop on the passing of her mother.
- Nothing further this evening.

**Mr. Maistros**

- Nothing further this evening

**Mrs. Collins**

- Nothing further this evening

**Mrs. Buccigross**

- Nothing further this evening

**ADJOURNMENT:**

Meeting unanimously adjourned at 8:19 pm.

Attest:

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Brian Steele  
President of Council

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Shannon Collins  
Clerk of Council