



Caucus & Regular Council Meeting Minutes
Tuesday, February 28, 2023
7:00 p.m.

CAUCUS:

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

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

ABSENT:

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

Presentations:

Mrs. Buccigross thanked her staff, both IT and Finance, especially Assistant Finance Director, Jennifer Simon. Mayor Scaffide presented Jennifer Simon with a proclamation for her dedication and years of service to the City of Twinsburg.

Mrs. Simon thanked everyone for the kind words and support.

No presentations this evening.

Items for Discussion:

No items for discussion this evening.

Audience Participation:

Lynn Clark – Old Mill Road

Mr. Clark spoke about the agreement with Zone Co. He stated that everyone should be engaged to the fullest potential with continuous outreach and over communication. He stated it should be consistent, easy to understand and process in place that is transparent and in alignment with the regulations.

Bob Thewes – 2229 Demi Drive

Mr. Thewes spoke about the public meeting for the zoning update that is required by the charter. He encouraged there be a person meeting instead of virtual.

No further audience participations at this time.

Pending Legislation:

Ordinance 04-2023 - Mr. Barr stated 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 (NPDES). This will be on its third and final reading this evening.

Ordinance 05-2023 - Mr. Barr stated this ordinance will be on its second reading tonight. It is to repeal chapter 155 of the code regarding the GlenEagles Advisory Board. 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 Since the board was established by an ordinance it can be repealed by ordinance. 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. This will be on its third and final reading this evening.

Ordinance 08-2023 - Mr. Barr stated this ordinance will be on its second reading this evening. This ordinance is to enter an agreement with Zone Co., to facilitate a comprehensive update to the city's planning and zoning code. The amount of the contract will be \$158,905.00. This will be on its third and final reading this evening and Council was asked to place the ordinance on an emergency tonight so the agreement can be entered and work can begin as soon as possible.

Mr. Bellan thanked Mrs. Ziegler and the selection committee for all the work they have put in.

Ordinance 23-2023 – Mr. Barr stated this ordinance is updating chapters 135 and 925 of the code regarding Parks and Recreation. As Mr. Vazzana stated at the last meeting, Section 135 sets forth the power for the department to make rules and changes. The update allows for flexibility of the Parks Director to review rates and make changes based on the needs of the city. Costs will be determined on the actual cost of the rendering of the service. The Fitness Center and Water Parks rates will still need council's approval, the rules and regulations can be made by the Director and those changes will be kept on file with the clerk. This will be on its second reading this evening.

Ordinance 24-202 – Mr. Barr stated this ordinance is updating chapters 1164 of the code regarding Fences. This was read at the last council meeting and sent to Planning Commission for discussion at their meeting which was last evening.

Mr. Post stated the Planning Commission discussed the difference between a pool fence and perimeter fence. If you want a five or six foot fence you can do that around the perimeter but if it is around a pool it should be no taller than four feet. Residents can still go to BZA to appeal.

Mr. Barr stated the original reason for this legislation was to address an issue about the colors of chain link and vinyl fences.

Mr. Vazzana stated he received and initial report from City Planner, Lynn Muter from the meeting. Planning Commission is recommending a flat 48" permanent pool fence. If you need a temporary fence it can exceed the 48" but no more the 72". The Planning Commission supports removing the option of white for the chain link and allowing white on the vinyl, wood simulated fences.

Mr. Barr stated this will be on its second reading this evening. There will be a public hearing regarding Ordinance 24-2023 on Tuesday, March 14th at 6:45pm in Council Chambers.

Ordinance 25-2023 – Mr. Barr stated this ordinance is updating chapters 1173 of the code regarding Signs. Similar to the last ordinance, this was read at the last council meeting and sent to Planning Commission for discussion.

Mr. Post stated the Planning Commission was in agreement temporary signs moving from 60 to 40 days. Mr. Post questioned how the forty days will be monitored. Mr. Furey stated the Building Department would be in charge of enforcement. Mr. Post asked if it should be more specific. One option would be to state you can have any one sign up for forty days within a six month window. Mr. Furey stated the only thing that will change is the sixty to forty days, nothing with enforcement will change. If we want to look at further enhancements at a later time since this has already gone through the Planning Commission.

Mr. Bellan stated that this could lead to an enforcement nightmare for the Building Department and he is not sure that would be the best use of their time. Mayor Scaffide stated to Mr. Bellan's point that temporary signs can be an enforcement issue due to the fact that not permit is required to put them up so tracking the number of days whether it is forty or sixty can be an issue.

Mr. Barr stated this will also be on its second reading this evening and heard at the same Public Hearing on March 14th.

Ordinance 28-2023 – Mr. Barr stated this ordinance is for the annual permanent appropriations. The city passed a temporary budget for 2023 in December. The amount of the permanent budget for 2023 is \$48,742,497.43. We will read this at three meetings. At the third reading we will suspend the rules and include the emergency clause so that we can get it to Summit County by the March 31st deadline.

Ordinance 29-2023 – Mr. Barr stated this ordinance is to authorizing the mayor to apply and accept if received the 2023 Energizing Community Program grant through NOPEC. These grants are for various energy efficiency programs and products. This ordinance will be on its first reading this evening.

Ordinance 30-2023 - Mr. Barr stated this ordinance is to an ordinance accepting the bid of Barbicas Construction Company for the 2023 Cannon Road Resurfacing. The total cost of the project is \$ 408,007.75. The three reading rule will be waived and the ordinance will be placed on an emergency to enter agreement as soon as possible to get materials secured for the project.

Ordinance 31-2023 – Mr. Barr stated this ordinance is to award the bid for the 2023 Road Striping Contract to JD Striping & Services. The total cost of the project is \$144,919.84. The three reading rule will be waived and the ordinance will be placed on an emergency to enter agreement as soon as possible to get materials secured for the project.

Ordinance 32-2023 – Mr. Barr stated this ordinance is to purchase two vehicles for use by the Police Department. Both vehicles were under the state bid pricing and will be purchased from Liberty Ford in Aurora. Total cost for both vehicles is \$84,140.00. The three reading rule will be waived and the ordinance will be placed on an emergency to ensure the city can secure the vehicles.

Resolution 33-2023 – Mr. Barr stated this resolution is to join Summit DD in celebrating March as Developmental Disabilities Awareness Month.

Ordinance 34-2023 – Mr. Barr stated this ordinance is to amend Section 149 of the codified ordinances regarding ‘Fees and Deposits’. The addition to this section will allow the city to include a 3% convenience fee when credit cards are used to pay for city events or services. This will be on its first reading this evening.

Miscellaneous:

No Miscellaneous this evening.

Meeting adjourned at 7:27pm.

Regular Council Meeting:

Mr. Barr called the Regular Council meeting to order at 7:35 pm.

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

ABSENT:

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. Labbe bestowed the Invocation and Pledge of Allegiance.

APPROVAL OF MINUTES:

Mr. Deeds stated that on page for the word angel should be angle.

MOTION: TO APPROVE THE MINUTES FROM THE REGULAR COUNCIL MEETING OF FEBRUARY 14, 2023 AS AMENDED.

Moved by B. Furey, seconded by D. Post

Upon roll call motion passed unanimously

AWARDS & PRESENTATIONS:

Mayor Scaffide swore in Part Time Firefighter Adam Shipley and Fire Cadet Elizabeth Galicki.

A short recess was taken for refreshments.

No further awards or presentations this evening.

AUDIENCE PARTICIPATION:

Drew Williams – Summit DD

Mr. Williams thanked the city for their consideration in the support resolution declaring March Developmental Disabilities Month. He stated that Summit DD works with the city for summer programs that are inclusive to those with disabilities and thanked the city for their partnership in this.

No further public participation this evening.

COUNCIL COMMUNICATION AND REPORTS

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

- Attended the Finance Committee meeting earlier this evening. Items discussed were the 2023 permanent appropriations, the capital and operating budgets of the Building, Economic Development, Service and Waste Water Departments.
- Stated the Tax Incentive Review Committee will meet on 3/14 and discuss the continuation of the current TOP and CRA agreements.
- Stated the next CIC meeting will be on 3/9 at 5:00pm in council chambers.
- Nothing further this evening.

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

- Attended the Finance Committee meeting earlier this evening. Their next meeting will be on 3/28 at 6:00pm.
- The next Public Safety Committee meeting will be on 3/14 at 6:00pm.
- The next Public Works Committee meeting will be on 4/11 at 6:00pm.
- Nothing further this evening.

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

- Attend the Finance Committee meeting earlier this evening.
- Planning Commission's meeting on 2/27. Stated they discussed sign ordinance and fence ordinance that was talked about in the caucus meeting.
- Reminded Council to have charter comments to the clerk as soon as possible.
- Nothing further this evening.

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

- Attended the Finance Committee meeting this evening.
- Stated ARB met on 2/2 and heard four cases. Their next meeting will be on 2/16 at 6:00pm.
 - Case 23-02-08 10735 Ravenna Rd, Harmonii Social signage – denied.
- Attended the JEDI event at the Library on 2/22. Stated it was a great event and Dr. Hatten spoke regarding Equity in Communities. Wished more residents would have attended. The next meeting will be on 3/13 at 6:00pm.
- Parks & Recreation Commission meeting scheduled for 2/23 was cancelled due to lack of agenda items. The next meeting will be on 4/27 at 6:30pm.
 - 3/17 is the Senior St. Patrick's Day event.
 - 4/17 is the Safety event for Seniors.

- Twins Days committee's next meeting will be 3/1 at 7:00pm.
- Shout out to Ryan and Kyle DiRosa with Ground-Up Landscaping for collecting cases of water and taking them to the residents of East Palestine, Ohio.
- Nothing further this evening.

Daisy Walker – JEDI, Community Relations, Environmental

- Attended the JEDI event on 2/22 at the Public Library regarding Equity in the Community. Read the JEDI's vision and goals for the city.
- Nothing further this evening.

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

- Attended the JEDI's event at the library. Stated the committee will work on getting the community more involved. The next regular meeting of the JEDI will be on 3/13 at 6:00pm.
- Attended the Finance Committee earlier this evening.
- The next Safety Committee meeting will be on 3/14 at 6:00pm.
- Stated the BZA meeting scheduled for 2/22 is cancelled due to no agenda items. Their next meeting will be on 3/22 at 6:30pm.
- Stated that the Dooridge Drive project will start on 3/2 with milling, 3/7 the mailboxes will be relocated. Asked that everyone have patience and drive slow in the area.
- Nothing further this evening.

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

- Attended the Finance meeting earlier this evening. Mr. Furey already reported on.
- Wished Mrs. Buccigross the best at her new job with Summit County. Thanked her for her work with the city.
- Public Safety will meet on 3/14. Stated current items on the agenda are the Timothy and Glenwood Drive intersection and the weather warning sirens.
- Nothing further this evening.

MAYOR'S REPORT:

- Thanked Finance Director, Sarah Buccigross for her hard work while she was at the city. Thanked her for all her help with his transition and wished her the best of luck in her new role with Summit County.
- Nothing further this evening.

DEPARTMENT HEAD REPORTS:

Thomas Mason – Police Chief

Monthly Police & Fire Calls to Communications Center

- Total calls for service – 2,790
- Total for the year –2,790

Monthly Arrests/Citations Reporting

- Theft: 4
- Assault: 2
- Possession of Drugs: 15
- Disorderly conduct: 3

- Domestic violence: 1
- Aggravated menacing / Menacing Intimidation: 2
- Driving under suspension or without a valid license: 20
- Operating a vehicle under the influence of alcohol and/or drugs: 5
- Failure to Comply with Police / Fleeing: 0
- Stopping after accident / hit skip: 1
- Warrant arrest: 19
- Forgery: 2
- Endangering children: 0
- Receiving Stolen property: 0
- Open container in a public place: 1
- Weapons Offenses: 1
- Total Traffic Stops: 313
- Total written warnings given: 118
- Parking citations: 8
- Total Counts: 143
- Total Arrested/Cited: 94

Monthly Traffic Crashes

- Injury crashes: 8
- Private property: 3
- Fatal: 0
- Non injury: 23
- Total Investigated Traffic Crashes: 34

Miscellaneous Information

- No miscellaneous information this month.

Thanked Mrs. Buccigross for her help and guidance.

Sarah Buccigross – Finance Director

February 2023 Income Tax Revenues

- February 2023 Income tax receipts total \$2,526,733.23 compared to February 2022 receipts in the amount of \$2,190,764.04. This reflects an increase of 15.34% or \$335,969.19 compared to last year.
- Refunds in the amount of \$29,205.37 are included in the February collections.
- The net change in distribution for this month for individual, net profit and withholder collectively is: \$310,935.08.

January 2023 Close

- Finance has finished up the close of the January books. The financial reports are available online.

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 Permanent Appropriations. Funding was received in 2021 and 2022 and is budgeted to be fully expended in 2023.

2023 Appropriations

- The 2023 Permanent Appropriation presentations continued tonight at Finance Committee. The appropriations were presented to Council tonight. The March Finance Committee meeting will include the final budget presentations from Police, Fire & Engineering (including Infrastructure).

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.

Mrs. Buccigross thanked everyone for their kind words. She stated it was a crazy five years and a lot happened in that time. Thanked council for reapproving her three times. Thanked Mayor Scaffide for keeping her on. It has been wonderful working here. The city has amazing employees and passionate about the city.

No further Department Head reports this evening.

LEGISLATION

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

MOTION: TO ADOPT ORDINANCE 04-2023

Moved by S. Barr, seconded by D. Walker

Upon roll call motion passed unanimously

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

Read by S. Collins

MOTION: TO ADOPT ORDINANCE 05-2023

Moved by S. Barr, seconded by G. Bellan

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

MOTION: TO SUSPEND THE RULES AND PLACE ORDINANCE 08-2023 ON IT'S THIRD AND FINAL READING

Moved by S. Barr, seconded by D. Post

Upon roll call motion passed unanimously

MOTION: TO ADOPT ORDINANCE 08-2023 AS AN EMERGENCY

Moved by S. Barr, seconded by G. Bellan

Upon roll call motion passed unanimously

ORDINANCE 23-2023 - AN ORDINANCE AMENDING BOTH CHAPTER 135 AND 925 OF THE CODIFIED ORDINANCES OF THE CITY OF TWINSBURG REGARDING THE PARKS AND RECREATION DEPARTMENT.

Read By S. Collins

ORDINANCE 24-2023 - AN ORDINANCE AMENDING CHAPTER 1164 OF THE CODIFIED ORDINANCES OF THE CITY OF TWINSBURG REGARDING “FENCES”

Read by S. Collins

ORDINANCE 25-2023 - AN ORDINANCE AMENDING CHAPTER 1173 OF THE CODIFIED ORDINANCES OF THE CITY OF TWINSBURG REGARDING “SIGNS”

Read by S. Collins

ORDINANCE 28-2023 - THE PERMANENT APPROPRIATION ORDINANCE FOR 2023 APPROVED BY COUNCIL FROM ESTIMATES SUBMITTED BY THE MAYOR, PROVIDING FOR THE ORDINARY EXPENSES AND OTHER NECESSARY EXPENSES OF THE CITY OF TWINSBURG, OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2023; AND DECLARING AN EMERGENCY.

Read by S. Collins

ORDINANCE 29-2023 - AN ORDINANCE AUTHORIZING THE CITY TO BOTH APPLY FOR AND ACCEPT AN ENERGIZED COMMUNITY PROGRAM GRANT ADMINISTERED THROUGH THE NORTHEAST OHIO PUBLIC ENERGY COUNCIL (NOPEC).

Read by S. Collins

ORDINANCE 30-2023 - AN ORDINANCE ACCEPTING THE BID OF BARBICAS CONSTRUCTION COMPANY FOR THE 2023 CANNON ROAD RESURFACING PROJECT (PID 115356); AND DECLARING AN EMERGENCY.

Read by S. Collins

MOTION: TO SUSPEND THE RULES AND PLACE ORDINANCE 30-2023 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 30-2023 AS AN EMERGENCY

Moved by S. Barr, seconded by D. Walker

Upon roll call motion passed unanimously

ORDINANCE 31-2023 - AN ORDINANCE ACCEPTING THE BID OF JD STRIPING & SERVICES FOR THE 2023 ROAD STRIPING CONTRACT; AND DECLARING AN EMERGENCY.

Read by S. Collins

MOTION: TO SUSPEND THE RULES AND PLACE ORDINANCE 31-2023 ON IT'S THIRD AND FINAL READING

Moved by S. Barr, seconded by G. Bellan

Upon roll call motion passed unanimously

MOTION: TO ADOPT ORDINANCE 31-2023 AS AN EMERGENCY

Moved by S. Barr, seconded by G. Bellan

Upon roll call motion passed unanimously

ORDINANCE 32-2023 - AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH LIBERTY FORD AURORA FOR THE PURCHASE OF TWO POLICE ADMINISTRATION VEHICLES; AND DECLARING AN EMERGENCY.

Read by S. Collins

MOTION: TO SUSPEND THE RULES AND PLACE ORDINANCE 32-2023 ON IT'S THIRD AND FINAL READING

Moved by S. Barr, seconded by B. Furey

Upon roll call motion passed unanimously

MOTION: TO ADOPT ORDINANCE 32-2023 AS AN EMERGENCY

Moved by S. Barr, seconded by K. Labbe

Upon roll call motion passed unanimously

RESOLUTION 33-2023 - A RESOLUTION RECOGNIZING THE MONTH OF MARCH AS DEVELOPMENTAL DISABILITIES AWARENESS MONTH IN THE CITY OF TWINSBURG

Read by S. Collins

MOTION: TO ADOPT RESOLUTION 33-2023

Moved by S. Barr, seconded by K. Labbe

Upon roll call motion passed unanimously

ORDINANCE 34-2023 - AN ORDINANCE AMENDING CHAPTER 149 OF THE CODIFIED ORDINANCES OF THE CITY OF TWINSBURG REGARDING FEES AND DEPOSITS.

Read by S. Collins

UNFINISHED BUSINESS, NEW BUSINESS, MISCELLANEOUS

Jeff Deeds:

- Nothing further this evening.

Mr. Bellan:

- Wished Mrs. Buccigross the best in her new job and thanked her for all her work with the city.
- Nothing further this evening.

Mr. Post:

- Wished Mrs. Buccigross the best in her new job. Thanked her for everything.
- Rotary is having a Sip and Paint on 3/23.
- Nothing further this evening.

Mrs. Walker:

- Wished Mrs. Buccigross God Speed.
- Nothing further this evening.

Karen Labbe:

- Thanked Mrs. Buccigross for all her hard work.
- Nothing further this evening.

Mr. Furey:

- Nothing further this evening

Mayor Scaffide

- Nothing further this evening.

Mr. Vazzana

- Thanked Mrs. Buccigross for all her hard work and wished her well.
- Nothing further this evening.

Mrs. Buccigross

- Said she will be at State of the City and will see everyone then.
- Nothing further this evening.

Mrs. Collins

- Nothing further this evening.

Mr. Barr:

- Thanked Mrs. Buccigross for her dedication and hard work over her tenure with the city. Wished her all the best.
- Nothing further this evening.

MOTION: To enter into an executive session (1) to consider the appointment and compensation of a public employee or official; (2) to perform, conduct, or review negotiations or bargaining sessions with public employees concerning their compensation and other terms and conditions of their employment.

Moved by S. Barr, seconded by B. Furey

Upon roll call motion passed unanimously

ADJOURNMENT:

Meeting adjourned at 9:30pm.

Attest:

Scott Barr, President of Council

Shannon Collins, Clerk of Council