



**Caucus & Regular Council Meeting Minutes
Tuesday, March 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:

Mr. Furey asked Mayor Yates to provide more information about the Small Business program that was sent out. Mayor Yates stated that he and his assistant TeNita Bryant were working on an idea to highlight Twinsburg Small Businesses. Since May is Small Business Month it will kick off then and highlight a different industry each month until October. More details will be sent as they are worked out.

No further items for discussion this evening.

Audience Participation:

No audience participations this evening.

Pending Legislation:

Ordinance 13-2021 - Approval of auction list

Ms. McFearin stated this is the third reading to approve items for the city auction and is the revised list.

Ordinance 14-2021 – Permanent Annual Appropriations for 2021

Ms. McFearin stated this is the second reading for the permanent appropriations budget for 2021. The emergency clause will be added on for the next meeting so that it can be passed by March 31st as required.

Ordinance 17-2021 - Food Truck Regulations

Ms. McFearin stated this is the second reading on the food truck regulations.

Mr. Maistros stated that at the last meeting council wanted where the food trucks could set up clarified. He amended section 743.05 specifically limiting where they can be located outside a special permit to commercial district. They will still be allowed in residential if for a specific event with a special permit, examples would be graduation party, block party, event on the square or in industrial areas for employee appreciations.

Mr. Maistros stated the other concern that was brought up was the time they would be allowed to be set up. He stated that while they are already limited, there is a further limitation 10 days in a 30 day period.

Mr. Scaffide thanked Mr. Maistros for these additions.

Mr. Bellan also thanked Mr. Maistros. He also asked for clarification on the different times of day in the ordinance. Mr. Maistros stated there is a time limited for special events it is limited to 8 hrs. vs. a 7am – 9:00pm. If it is in a residential area it will impact neighbors.

Mr. Bellan stated he does have an issue with the 10 day limit. If he is licensed with the city he should be able to set up with in our guidelines and not be limited to a number of days. Mr. Bellan stated that if a food truck wants to set up they have to either be 500 feet from all other established food or have every food business sign off on them being there.

Mayor Yates stated that there is only a couple places where food trucks could set up that are 500 feet away from other food businesses. Again, if they want to be closer than that they would need to get everyone to sign off for them to be there.

Mr. Scaffide stated that he doesn't want them to compete with the brick and mortar places that pay rent. We should be encouraging them to invest and rent one of our spaces. Mr. Bellan stated he agrees with this.

Mr. Maistros stated the intent for the permitting process is for the Building and Fire Departments to do their inspections. The Fire Department would do the physical inspection of the vehicle for safety and Building would do make sure they have permit, insurance etc. This would be good for a year and gives them the ability to be in the city. They have to comply with what is in the legislation as far as location, timing.

Mrs. Stauffer stated she believes residents like these as options. Mayor Yates stated one area that can be designated as a city food truck area is the old school property. Mr. Maistros stated this does meet the 500 foot restriction.

Mr. Bellan asked if a motion is needed to get this amended to remove the 10 day period. Mr. Maistros stated if council would like this, it would be fine. Mr. Bellan stated he will make the motion in the regular meeting.

Ordinance 18-2021 - Purchase and upfitting for capital vehicles for Service Dept. 5 ton dump truck

Ms. McFearin stated this ordinance is for the purchase and upfitting of a 5 ton dump truck for use by the Service Department. This purchase is on the 2021 approved capital improvement budget and the reason for the emergency is to get the truck ordered as soon as possible.

Resolution 19-2021 - Appointing 4 member to the Parks and Rec Commission

Ms. McFearin stated this will is to appoint the Parks and Recreation Commission members to terms starting April, 1, 2021.

Resolution 20-2021 - Appointing 4 members to the Environmental Committee

Ms. McFearin stated this will is to appoint the Environmental Commission members to terms starting April, 1, 2021.

Miscellaneous:

Mr. Scaffide stated he had a barking dog call that he believes was misdirected or could have been handled initially. Mayor Yates stated he will look into this.

Mr. Scaffide also mentioned that the sign issue he had at an earlier meeting was looked into. It appears the applicant did all they were supposed to. He'd like to see the city and ARB enforce these. Mr. Maistros stated this has been addressed with the Building Department. He stated there are still those sign programs.

Mrs. Walker asked about the signs in the right away and if they need approval. The mayor said the Building Department will pick up any signs in the right away and the owner can pick up from their department.

Mrs. Collins asked council what direction they wanted to go with the Capital Improvements Board being ward specific. Council agreed that it does not need to be ward specific and asked that legislation be prepared to remove the ward specification and presented at the next meeting.

No further miscellaneous this evening.

Meeting adjourned at 7:41 pm.

Regular Council Meeting:

Mr. McFearin called the Regular Council meeting to order at 7:46 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:

Mr. Scaffide bestowed the Invocation and led Council in the Pledge of Allegiance.

APPROVAL OF MINUTES:

**MOTION TO APPROVE THE MINUTES FROM REGULAR COUNCIL MEETING ON
FEBRUARY 23, 2021**

Moved by S. Scaffide, seconded by D. Walker

Upon roll call motion passed unanimously

AWARDS & PRESENTATIONS:

No awards or presentations this evening.

AUDIENCE PARTICIPATION:

No public participation this evening.

COUNCIL COMMUNICATION AND REPORTS

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

- Attended the CIC meeting on March 1st. They discussed authorizing the RFQ posting.
- Attended the ARB meeting on 3/4. Next meeting will be 3/18 at 6:00pm.
 - Case 21-03-23 – 11126 Frederick Lane – Sunroom – Approved as noted
- Kent State Advisory Board had special meeting on March 5th with President Todd Diacon. He talked about his areas of focus which included access for all students and degree completion. HE also talked about how quickly Kent State had to transition for COVID and cut budgets. Talked about Kent State’s recognitions. Stated Black History Month was first presented by the Black United Students and Educators at Kent State in 1969.
- Attended the J.E.D.I. meeting on March 8th where the additional subcommittee members were set. Next meeting will be April 12th at 6:00pm.
- The Comprehensive Plan Committee will meet on 3/10 at 6:00pm via Zoom.

- Nothing to report this evening

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

- Environmental Commission met on 3/1. They discussed working with Summit Soil on a tree planting program, the Library on a Twinsburg Clean-up and with Parks and Rec on another event. Their next meeting will be on 4/7 at 7:00pm.
- Attended the Community Focus meeting. They are working on archiving the last 30 years of sports recordings.
- Will be attending the Comprehensive Plan meeting tomorrow
- Attended the CIC meeting that Mrs. Stauffer already reported on.
- The Tax Incentive Review Committee will be meeting on 3/17 for their annual review of the TOP and CRA agreements.
- Nothing to report this evening

Scott Barr – Finance, Public Safety, Planning

- Planning Commission will meet on 3/15 at 7:00pm.
- Nothing to report this evening

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

- Stated there is additional Covid relief funds for the city but the restrictions on how it can be used have not been defined yet.
- The next Finance Committee meeting will on 3/23 at 6:00pm
- Nothing to report this evening

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

- Attended the Chamber of Commerce meeting on 3/5. They have scholarships available for Twinsburg Seniors totaling \$9,500. Also, FedEx has \$250,000 grants available to small businesses but application is due tonight at midnight. Sussex of Twinsburg is hosting a shredding event. If interested, please contact the Chamber for more info.
- Comprehensive Plan Committee will met on 3/10.
- Nothing to report this evening

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

- J.E.D.I. Committee met on 3/. Discussed goals of the Community Outreach Sub-committee. Next meeting will be held on 4/12 at 6:00pm.
- BZA met on 2/24 to hear Appeal 04-2021 which was for 23 foot rear yard setback in R-4 zoning which was approved unanimously. Their next meeting will be 3/24 @ 6:30.
- 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

- Nothing to report this evening

MAYOR'S REPORT:

- Stated the plan is to reopen city hall to the public on April 5th.
- Thanked Wilcox for the invitation to read for Wilcox Reads Week. This was done virtually this year.
- Branch pick up will begin on 4/15.
- New fire engine should be here in mid-April. Looking forward to it being delivered.
- Start showcasing small businesses with a focus on certain sectors of business each month starting in May.
- Thanked Cub Scouts for inviting him to talk about civic duty.
- Congratulated Kristen and Alexander Blyler on achieving the rank of Eagle Scout.
- Thanked the Historical Society and Dr. Constance Longmier for including him in the Black History Month presentations. Carla LynDale Bishop was the speaker who also produced the ‘Voices of the Hill’ documentary.
- Nothing further to report this evening

DEPARTMENT HEAD REPORTS:

No Department Head reports this evening.

LEGISLATION

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

MOTION: TO ADOPT ORDINANCE 13-2021

Moved by J. McFearin, seconded by M. Stauffer

Upon roll call motion passed unanimously

ORDINANCE 14-2021 - THE PERMANENT APPROPRIATION ORDINANCE FOR 2021 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, 2021

Ms. McFearin stated this is the second reading for the permanent appropriations. Total budget amount is \$41,746,265.18. We will be adding the emergency clause to this ordinance for its final reading on March 23rd.

ORDINANCE 17-2021 - AN ORDINANCE ESTABLISHING CHAPTER 743 OF THE CODIFIED ORDINANCES OF THE CITY OF TWINSBURG TITLED “MOBILE FOOD VEHICLE REGULATIONS”

Ms. McFearin stated this incorporates some changes from the last meeting. She asked Mr. Maistros to highlight those along with the items discussed in tonight’s caucus meeting.

Mr. Maistros stated that coming out of the first reading there was some clarification on the location as far as where these trucks can be in the commercial districts. They are allowed in residential and industrial if they have a special permit but for a limited period of time. There is also language to limit the number of days to 10 in a 30 day period that they can be present in the city.

Mr. Bellan made a motion.

MOTION: To amend 743.05 (b) (4) to remove the ten (10) day limit in the 30 days.

Moved by G. Bellan, seconded B. Furey

Mr. Scaffide stated her was originally for the number of day restriction but based on the discussion earlier the areas where these food trucks can go is very limited. Therefore, with these restrictions he doesn't see a reason to have the 10 day restriction.

Upon roll call motion passed unanimously

ORDINANCE 18-2021 - AN ORDINANCE AUTHORIZING THE PURCHASE OF VEHICLES AND EQUIPMENT FOR USE BY THE SERVICE DEPARTMENT AS PREVIOUSLY APPROVED THROUGH THE CAPITAL IMPROVEMENTS BUDGET; AND DECLARING AN EMERGENCY
Read by S. Collins

MOTION: TO PLACE ORDINANCE 18-2021 ON THE THIRD AND FINAL READING AND DECLARING AN EMEGENCY

Moved by J. McFearin, seconded D. Walker

Ms. McFearin stated the reason for the emergency is to be able to get the truck ordered quickly.

Upon roll call motion passed unanimously

MOTION: TO ADOPT ORDINANCE 18-2021 AS AN EMERGENCY

Moved by J. McFearin, seconded by M. Stauffer

Ms. McFearin stated this is for a 5 ton dump truck with upfitting and was approved on the 2021 capital improvements list.

Upon roll call motion passed unanimously

RESOLUTION 19-2021 - A RESOLUTION APPOINTING FOUR MEMBERS TO THE PARKS AND RECREATION COMMISSION
Read by S. Collins

MOTION: TO ADOPT RESOLUTION 19-2021

Moved by J. McFearin, seconded by B. Furey

Ms. McFearin stated Resolution 19-2021 appoints Gary Kleckner to the At-Large opening, John Blust to the Ward 2, Carol Miller to the Ward 3 and Paul Doxsey to the Ward 5 opening. All terms are from April 1, 2021 to March 31, 2023

Upon roll call motion passed unanimously

RESOLUTION 20-2021 - A RESOLUTION APPOINTING FOUR MEMBERS TO THE ENVIRONMENTAL COMMISSION

Read by S. Collins

MOTION: TO ADOPT RESOLUTION 20-2021

Moved by J. McFearin, seconded by B. Furey

Ms. McFearin stated Resolution 20-2021 reappoints Crystal Davis, Peter Flauto, Virginia Schmidt and James Shafer who have all served on this commission in the past. All terms are from April 1, 2021 until March 31, 2023.

Upon roll call motion passed unanimously

UNFINISHED BUSINESS, NEW BUSINESS, MISCELLANEOUS

Mr. Bellan:

- Stated he got a call from resident regarding LED street lights. He reached out to Amy Mohr, City Engineer who stated the city has an agreement where our cost is less to keep what we have but may eventually look at transitions when no longer cost effective for the city.
- Received an Akron Street Card which has a lot of resources available to residents.
- Nothing further this evening

Mrs. Walker:

- Stated March is National Women's Month. Thanked former Mayor Kathi Procop for her leadership and contributions to the city along with Ms. McFearin, Mrs. Stauffer and Mrs. Collins
- Will be attending the Ribbon Cutting for Infinity Eye Care
- Nothing further this evening

Mr. Scaffide:

- Also, thanked Kathi Procop, Ms. McFearin, Mrs. Stauffer, Mrs. Walker and Mrs. Collins all our women within the city for their contributions to the community.
- Nothing further this evening

Ms. McFearin:

- Stated there are still some openings for ARB, Parks & Recreation and Environmental Commission. The new deadline to apply is March 26th by 4:30pm
- Wished everyone a Happy St. Patrick's Day
- Nothing further this evening

Mr. Barr:

- Wished everyone a Happy St. Patrick's Day
- Stated the numbers were assigned by the Board of Elections and the Police & Fire Levy will be Issue #2 on the May ballot. This money is specifically earmarked for Police and Fire for capital improvements and pensions. This levy is a result of the direct feedback from the resident surveys and focus groups.
- Nothing further this evening

Mr. Furey:

- Added Mrs. Buccigross and Ms. Mohr to the list of talented city females.
- Nothing further this evening

Mrs. Stauffer:

- Thanked the school district for coordinating the COVID shots for the staff.
- Nothing further this evening

Mayor Yates:

- Stated he was thankful that a portion of our police officers were able to get the COVID shots from their work with the schools or the Cleveland Clinic.
- Stated Issue #2 will be incorporated into the info residents see regarding the Police & Fire levy this May.
- Nothing further this evening

Mr. Maistros

- Nothing further this evening

Mrs. Collins

- Nothing further this evening

ADJOURNMENT:

Meeting unanimously adjourned at 8:23pm.

Attest:

Jo-Ann McFearin
President of Council

Shannon Collins
Clerk of Council