



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

CAUCUS:

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

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

ABSENT: S. Barr, D. Walker

ALSO PRESENT: Sam Scaffide, Mayor
Matt Vazzana, Law 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:

No audience participations at this time.

Pending Legislation:

Ordinance 29-2023 – Mr. Bellan stated this ordinance is to authorize 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 third and final reading this evening.

Ordinance 34-2023 – Mr. Bellan 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 also be on its third and final reading this evening.

Ordinance 43-2023 – Mr. Bellan stated this ordinance is to amend section 929 of the code regarding trees. Amy Mohr spoke at the last meeting about this section of the code. This ordinance will be on its second reading tonight.

Ordinance 44-2023 – Mr. Bellan stated this ordinance is to amend section 1174.05 and 1195.05 of the code regarding driveways. Ms. Mohr spoke at the last meeting about this. There will be public hearing on this on 4/25 at 6:45pm. This ordinance will be on its second reading tonight.

Ordinance 46-2023 - Mr. Bellan stated this ordinance is to purchase 2024 truck for use by Waste Water. The purchase will be made using State of Ohio Procurement Program. Total cost for the truck is \$124,788.00. This purchase was approved by Capital Improvement's Board, Finance Committee and in the budget that was passed by council. The reason for the emergency is to allow for the purchase prior to the current contract price expiring and also to allow for the extensive build time.

Ordinance 47-2023 - Mr. Bellan stated this ordinance is to purchase two trucks for use by the Service Dept. As with Ordinance 46, this purchase will be made using State of Ohio Procurement Program. Total cost for the both trucks with upfitting is \$471,181.68. This purchase was also approved by Capital Improvement's Board, Finance Committee and in the budget that was passed by council. The reason for the emergency is to allow for the purchase prior to the current contract price expiring as the new contract has a price increase.

Ordinance 48-2023 - Mr. Bellan stated this ordinance is to authorize the mayor to enter into a contract with Chagrin Valley Engineering for final plans prepared per ODOT standards for the Ravenna/Shepard/Broadway/Richmond project with a cost of \$24,000.00. This is an extension of Ord. 16-2021. The reason for the emergency is to keep this project moving forward.

Mrs. Labbe stated this cost is shared with the other communities.

City Engineer, Amy Mohr stated there are many parts to this project and therefore council will see multiple pieces of legislation on it.

Ordinance 49-2023 - Mr. Bellan stated this ordinance is for the continuation of CRA agreements. The Tax Incentive Review Committee met on March 14th to review all CRA and TOP agreements. It is recommended to continue CRA's with Omega/Amazon, Western Reserve Wire Products, Vistar/PFG, Siffron and O'Reilly Auto Enterprises. Mr. Furey, you sit on this committee. This will be on its first reading this evening.

Mr. Furey stated the Tax Incentive Review Committee meets annually with members for the community, the schools and the county to review these agreements.

Ordinance 50-2023 - Mr. Bellan stated this ordinance is for the continuation of TOP agreements. These were discussed at the same meeting as those in Ordinance 50. It is recommended to continue TOP's with Keystone Components, Freedom USA/AVA Direct, HC Companies, Horvath Electric, Safran Power USA and Airgas USA, Inc. This will be on its first reading this evening.

Ordinance 51-2023 - Mr. Bellan stated this ordinance is for a new TOP with 48 Hour Books. This company proposes to relocate their headquarters from Akron to Twinsburg. They would be adding 38 full time employees and 8 part time employees. The TOP would provide the company with a grant equivalent to 30% of the income tax collected for a total of 6 years. This will be on its first reading this evening.

Mr. Furey stated there is a long term agreement with the school regarding the property tax which is reimburse with CRA agreements.

Mr. Deeds asked if 48 Hour Books is a retail store. Mrs. Ziegler stated that they are from Akron and will be relocating their entire headquarters to Twinsburg. They are a book manufacturing and binding company.

Mrs. Labbe asked what type of employees they will have. Mrs. Ziegler stated there will be a combination of office and administration staff as well as warehouse workers. She stated they will be purchasing the building, not leasing. They hope to have the entire headquarters moved by fall.

Ordinance 52-2023 - Mr. Bellan stated this ordinance is to modify payouts for Intigral Inc. The committee is recommending a reduction in the grant payout by 50%. The current benefit is 33% and this would reduce it to 16.5% starting in payout year 2023. If the performance standards are met in the future the committee will reevaluate the return to the full 33%. This will be on its first reading tonight.

Ordinance 53-2023 - Mr. Bellan stated this ordinance is to modify payout for Siffron/FFR's TOP agreement. The Tax Incentive Review Committee is recommending no payout for 2022 and to terminate the agreement if performance standards are not met in 2023. This will be on its first reading this evening.

Mr. Furey stated they were not meeting the commitments of the agreement. The committee felt they would suspend the benefits and review again next year.

Ordinance 54-2023 - Mr. Bellan stated this ordinance is to enter into a collective bargaining agreement with the OPBA Sergeant's Unit. This will be on an emergency this evening to allow the contract to be entered as soon as possible as the current contract expired on December 31, 2022.

Mr. Vazzana thanked the negotiating teams on both sides. They will be 2% increase. The contract includes up to a \$750 training bonus. There is a one-time 10% retention bonus. Uniform alterations will be reimbursed but the city.

Miscellaneous:

Mr. Post mentioned that he will have a motion during the regular meeting to confirm Planning Commission's approval of a site plan at Crown Hill Cemetery.

Mr. Vazzana stated that due to both the Council President and Vice-President being absent this evening he stated council should make a motion during the regular meeting for a President Pro-Temp for the tonight's meeting only.

No further miscellaneous this evening.

Meeting adjourned at 7:18pm.

Regular Council Meeting:

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

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

ABSENT: S. Barr, D. Walker

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

INVOCATION & PLEDGE OF ALLEGIANCE:

Mrs. Labbe bestowed the Invocation and Pledge of Allegiance.

MOTION: TO APPOINT COUNCILMAN GREG BELLAN AS PRESIDENT PRO TEMP FOR MARCH 28, 2023.

Moved by B. Furey, seconded by D. Post

Upon roll call motion passed unanimously

APPROVAL OF MINUTES:

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

Moved by B. Furey, seconded by D. Post

Upon roll call motion passed unanimously

AWARDS & PRESENTATIONS:

Mayor Scaffide swore in Tim Steuk as a Part-Time Firefighter.

Mayor Scaffide presented proclamations to Bob Schultz on his retirement and another proclamation to the family of Mike Gillen (in memory of) for his service to the city on the ARB.

No further awards or presentations this evening. A short recess was taken.

AUDIENCE PARTICIPATION:

Laurie Facsina

Ms. Facsina stated that the deliverables for the ZoneCo agreement should have been provided to residents prior to the vote by council. She stated the zoning code update is fulfilling the downtown redevelopment plan. She stated that there are three ordinances on the books that were not voted on by the residents or did they come from the Planning Commission. Ms. Facsina stated council should read the adopting ordinance 1979.

No further public participation this evening.

COUNCIL COMMUNICATION AND REPORTS

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

- Congratulated the mayor and all the department heads on doing a great job at the State of the City.
- Thanked all those on the negotiating team for the OPBA Sergeants contract.
- The next JEDI meeting will be on 4/10 at 6:00pm.
- Nothing further this evening.

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

- Stated the ARB met on 3/16. Their next meeting will be on 4/6 at 6:00pm.
 - Case 23-03-08 8934 Darrow Road, Techy Ohio signage – Approved as noted
 - Case 23-03-09 10539 Ravenna Road, Vasser - New Home Build – Approved as noted
 - Case 23-03-10 10735 Ravenna Road, Harmonii Social signage (Resubmittal) – Approved as submitted
 - Case 23-03-11 8592 Darrow Road, Crown Hill Cemetery Niche Columbarium for cremations – Tabled
 - Case 23-03-12 2700 E. Aurora Road, University Hospital Urgent Care Building Alterations & Signage - Tabled
 - Case 23-03-13 10683 Ravenna Road, Just In Time Staffing signage – Approved as submitted
 - Case 23-03-14 2026 Summit Commerce Park, Intralox signage – Approved
- Attended the mayor’s State of the City. The entire presentation is available on Community Focus.
- Twins Days committee’s next meeting will be 4/5 at 7:00pm.
- The next JEDI meeting will be on 4/10 at 6:00pm.
- Parks and Recreation will release the Rock the Park line-up on 3/29. Pavilion rentals are open. The Alice in Twinland Scavenger Hunt will be in April. Senior events are in full swing.
- Nothing further this evening.

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

- Attended the State of the City. Stated everyone did a great job.
- Then Planning Commission met on 3/20 and approved the site plan for a columbarium complex at Crown Hill Cemetery. A motion will be made later in the meeting asking council to approve the commission’s recommendation.
- The Charter Review Commission will meet on 4/13 at 6:00pm. Stated all meetings are open to the public.
- Nothing further this evening.

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

- Read the finance report as prepared by Assistant Finance Director, Jennifer Simon.

February 2023 Income Tax Revenues

- February 2023 Income tax receipts total \$1,570,442.92 compared to February 2022 receipts in the amount of \$1,662,504.15. This reflects a decrease of 5.54% or \$92,061.23 compared to last year.
- YTD 2023 Income tax receipts total \$6,309,445.58 compared to YTD 2022 receipts in the amount of \$5,884,544.09. This reflects an increase of 7.22% or \$424,901.49 compared to last year.

- Refunds in the amount of \$18,600.49 are included in the February collections.
- The net change in distribution for this month for individual, net profit and withholder collectively is: \$183,714.63
- Finance has closed February and the reports will be posted online.
- The 2023 Permanent Expense Budget and 2023 Permanent Expected Revenue has been posted.
- Stated he was unable to attend the State of the City.
- Thanked everyone for their condolences on the passing of his dad.
- Nothing further this evening.

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

- The next Finance Committee meeting will be on 4/25 at 6:00pm.
- The next Public Works Committee meeting will be on 4/11 at 6:00pm.
- The next Public Safety Committee meeting will be on 5/9 at 6:00pm.
- Nothing further this evening.

Daisy Walker – JEDI, Community Relations, Environmental

- Not in attendance this evening.

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

- Not in attendance this evening.

MAYOR'S REPORT:

- Attended the Senior Center events on St. Patrick's Day and the first day of Spring.
- Participated in Wilcox Reads Week and read to a class.
- Thanked all the Department Heads for their amazing job at this year's State of the City.
- Parks and Recreation has many events coming up including:
 - 3/29 Rock the Park Kick-Off Party
 - 4/8 Egg Roll
 - 4/29 Alice in Twinland Scavenger Hunt
 - 6/4 Water Safety Rodeo at TFC
 - 6/10 Family Fun Day at Tiger Stadium
- Nothing further this evening.

DEPARTMENT HEAD REPORTS:

No Department Head reports this evening.

LEGISLATION

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). (Stands on Second Reading)

Read by S. Collins

MOTION: TO SUSPEND THE RULES AND PLACE ORDINANCE 29-2023 ON IT'S THIRD AND FINAL READING

Moved by G. Bellan, seconded by K. Labbe

Upon roll call motion passed unanimously

MOTION: TO ADOPT ORDINANCE 29-2023 AS AN EMERGENCY

Moved by G. Bellan, seconded by B. Furey

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. (Stands on Second Reading)

Read by S. Collins

MOTION: TO ADOPT ORDINANCE 34-2023

Moved by G. Bellan seconded by J. Deeds

Upon roll call motion passed unanimously

ORDINANCE 43-2023 - AN ORDINANCE AMENDING CHAPTER 929 OF THE CODIFIED ORDINANCES OF THE CITY OF TWINSBURG REGARDING TREES. (Stands on First Reading)

Read by S. Collins

ORDINANCE 44-2023 - AN ORDINANCE AMENDING CHAPTERS 1174.05(d) AND 1195.05(d)(5)(L) OF THE CODIFIED ORDINANCES OF THE CITY OF TWINSBURG REGARDING DRIVEWAY CONSTRUCTION STANDARDS. (Stands on First Reading)

Read by S. Collins

ORDINANCE 46-2023 - AN ORDINANCE AUTHORIZING THE PURCHASE OF A VEHICLE FOR USE BY THE WASTE WATER DEPARTMENT AS PREVIOUSLY APPROVED THROUGH THE CAPITAL IMPROVEMENTS BUDGET; AND DECLARING AN EMERGENCY.

Read by S. Collins

MOTION: TO SUSPEND THE RULES AND PLACE ORDINANCE 46-2023 ON IT'S THIRD AND FINAL READING

Moved by G. Bellan, seconded by J. Deeds

Upon roll call motion passed unanimously

MOTION: TO ADOPT ORDINANCE 46-2023 AS AN EMERGENCY

Moved by G. Bellan, seconded by K. Labbe

Upon roll call motion passed unanimously

ORDINANCE 47-2023 - 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 SUSPEND THE RULES AND PLACE ORDINANCE 47-2023 ON IT'S THIRD AND FINAL READING

Moved by G. Bellan, seconded by B. Furey

Upon roll call motion passed unanimously

MOTION: TO ADOPT ORDINANCE 47-2023 AS AN EMERGENCY

Moved by G. Bellan, seconded by J. Deeds

Upon roll call motion passed unanimously

ORDINANCE 48-2023 - AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH CHAGRIN VALLEY ENGINEERING TO PROVIDE FINAL PLANS FOR THE RAVENNA/SHEPARD/BROADWAY/RICHMOND ROAD INTERSECTION PROJECT (PID 113165); AND DECLARING AN EMERGENCY
Read by S. Collins

MOTION: TO SUSPEND THE RULES AND PLACE ORDINANCE 48-2023 ON IT'S THIRD AND FINAL READING

Moved by G. Bellan, seconded by B. Furey

Upon roll call motion passed unanimously

MOTION: TO ADOPT ORDINANCE 48-2023 AS AN EMERGENCY

Moved by G. Bellan, seconded by J. Deeds

Upon roll call motion passed unanimously

ORDINANCE 49-2023 - AN ORDINANCE AUTHORIZING THE CONTINUATION OF VARIOUS AGREEMENTS UNDER THE COMMUNITY REINVESTMENT AREA PROGRAM CREATED PURSUANT TO OHIO REVISED CODE SECTION 3735.66, FOR REAL PROPERTY TAX ABATEMENT.
Read by S. Collins

ORDINANCE 50-2023 - AN ORDINANCE AUTHORIZING THE CONTINUATION OF VARIOUS AGREEMENTS TO PROVIDE TAX INCENTIVES UNDER THE TERMS AND CONDITIONS OF THE TWINSBURG OCCUPANCY PROGRAM ESTABLISHED BY ORDINANCE 144-2004.

Read by S. Collins

ORDINANCE 51-2023 - AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH 48-HOUR BOOKS TO PROVIDE TAX INCENTIVES UNDER THE TERMS AND CONDITIONS OF THE TWINSBURG OCCUPANCY PROGRAM.

Read by S. Collins

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.

Read by S. Collins

ORDINANCE 53-2023 - AN ORDINANCE TERMINATING THE TWINSBURG OCCUPANCY PROGRAM AGREEMENT BETWEEN THE CITY OF TWINSBURG AND SIFFRON AS RECOMMENDED BY THE TAX INCENTIVE REVIEW COUNCIL.

Read by S. Collins

ORDINANCE 54-2023 - AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH THE OHIO PATROLMEN'S BENEVOLENT ASSOCIATION, SERGEANT'S UNIT; AND DECLARING AN EMERGENCY

Read by S. Collins

MOTION: TO SUSPEND THE RULES AND PLACE ORDINANCE 54-2023 ON IT'S THIRD AND FINAL READING

Moved by G. Bellan, seconded K. Labbe

Upon roll call motion passed unanimously

MOTION: TO ADOPT ORDINANCE 54-2023 AS AN EMERGENCY

Moved by G. Bellan, seconded by K. Labbe

Upon roll call motion passed unanimously

UNFINISHED BUSINESS, NEW BUSINESS, MISCELLANEOUS

Jeff Deeds:

- Nothing further this evening.

Mr. Post:

- Rotary's Parade of Flag program is open for registration. Flags are \$40 for the season and residents can register at www.twinsburgflags.com

MOTION: A motion for approval of the site plan for construction of a columbarium complex at Crown Hill Cemetery, 8592 Darrow Road, pursuant to section 1147.08 and as recommended for approval by the planning commission at their March 20th meeting.

Moved by D. Post, seconded by B. Furey

Upon roll call motion passed unanimously

- Nothing further this evening.

Mr. Furey:

- Congratulated Bob Schultz on his retirement.
- Stated it was nice to recognize Mr. Gillen this evening.
- Nothing further this evening

Mrs. Walker:

- Not in attendance this evening.

Karen Labbe:

- Congratulated Mr. Steuk on being sworn in as a part time firefighter.
- Congratulated Mr. Schultz on his retirement.
- Recognized Mr. Gillen's service and proclamation in his memory.
- Condolences to Mr. Furey on the passing of his dad.
- Nothing further this evening.

Mr. Bellan:

- Stated that there is a process for solicitors to register with the city in order to go door to door. You can pick up a sticker for your door at the Police Department. Residents can look to see who is a registered solicitor on the city website.
- Nothing further this evening.

Mayor Scaffide

- Nothing further this evening.

Mr. Vazzana

- Nothing further this evening.

Mrs. Collins

- Nothing further this evening.

Mr. Barr:

- Not in attendance this evening.

MOTION: To excuse Mr. Barr and Mrs. Walker.

Moved by G. Bellan, seconded by B. Furey

Upon roll call motion passed unanimously

MOTION: To adjourn the meeting.

Moved by G. Bellan, seconded by B. Furey

Upon roll call motion passed unanimously

ADJOURNMENT:

Meeting adjourned at 8:11pm.

Attest:

Scott Barr, President of Council

Shannon Collins, Clerk of Council