



Caucus & Regular Council Meeting Minutes
Tuesday, April 11, 2023
7:00 p.m.

CAUCUS:

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

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

ABSENT:

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 43-2023 – Mr. Barr stated this ordinance is to amend section 929 of the code regarding trees. This ordinance will be on its final reading tonight.

Ordinance 44-2023 – Mr. Barr stated this ordinance is to amend section 1174.05 and 1195.05 of the code regarding driveways. This ordinance will be read a third time tonight but will not be voted on until after the public hearing on 4/25 at 6:45pm.

Ordinance 49-2023 - Mr. Barr 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. They recommended to continue CRA's with Omega/Amazon, Western Reserve Wire Products, Vistar/PFG, Siffron and O'Reilly Auto Enterprises. This will be on its second reading this evening.

Ordinance 50-2023 - Mr. Barr stated this ordinance is for the continuation of TOP agreements. These were discussed at the same meeting as those in Ordinance 50. The committee 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 second reading this evening.

Ordinance 51-2023 - Mr. Barr stated this ordinance is for a new TOP with 48 Hour Books. This company proposes to relocate their headquarters from Akron to Twinsburg. They hope to be fully moved by this fall. The company would be bringing 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 second reading this evening.

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

Mr. Furey reiterated that if they do not meet the standards next year that the committee may choose to remove the incentive.

Mrs. Collins clarified that since Ordinance 52-2023 was inadvertently left off the last agenda that tonight would be its first reading and read two more times after tonight before being voted on.

Ordinance 53-2023 - Mr. Barr 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.

Ordinance 55-2023 - Mr. Barr stated this ordinance is to amend the appropriations for the Engineering Department for their salaries and pension. This increase was discussed during the budget process, however the amount was not sufficient enough to allow for the hiring of the Construction Manager. With the addition of this position the department is still below pre-Covid levels. It is being asked to be read twice with an emergency on the second reading to allow for hiring prior to the start of the busy construction season.

Ordinance 56-2023 - Mr. Barr stated this ordinance is to confirm the mayor's appointment of Christina Conway as the new Finance Director for the city.

Mayor Scaffide stated that Mrs. Conway really stood out. She was the former Assistant Finance Director, as well as the Interim Finance Director in Solon. She is also an attorney. Mrs. Conway is currently working at the Cuyahoga County Executive's office.

Mrs. Labbe stated that council did have an opportunity to meet Mrs. Conway and believes she will round out the mayor's staff nicely.

Ordinance 57-2023 - Mr. Barr stated this ordinance is for a change order for the Road Improvement Project. This will be for a \$2,200 increase to allow for the removal and replacement of thickened concrete slabs at the lifeguard chair and pool edge. The reason for the emergency is because the project is scheduled to start this week in order to be complete prior to the Waterpark opening.

Ordinance 58-2023 - Mr. Barr stated this ordinance is for the approval to participate in the ODOT annual road salt bid. Participation will be for the 2023-2024 winter season. This is being asked to be

read twice and voted on at the April 25th meeting in order to meet the ODOT deadline of May 1st. Pricing will be provided later this year after the bid process has been completed.

Mr. Bellan asked how much will the city be requesting. He understands we need to take 90% of what it requests. Mayor Scaffide stated he believed the city is requesting 5,000 tons for the coming season. We currently have a full dome since it was a mild winter. He is hoping to know pricing late May-early June.

Mr. Furey asked what the city used a year ago. Mayor Scaffide stated he will find out.

Miscellaneous:

Mr. Barr stated he will have a motion during the regular meeting for a transfer of a liquor permit for the old Bongiorno's location.

Mr. Deeds asked for clarification on the transfer of liquor permits. What power does the city have in this process?

Mr. Vazzana stated the city does not grant the permit. They ask councils if they object and then they can request a hearing on the matter. The action tonight will be to state that the city does not oppose this transfer. There are no new permits, just current ones being transferred, which is common in Ohio.

No further miscellaneous this evening.

Meeting adjourned at 7:19pm.

Regular Council Meeting:

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

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

ABSENT:

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

INVOCATION & PLEDGE OF ALLEGIANCE:

Mr. Furey bestowed the Invocation and Pledge of Allegiance.

APPROVAL OF MINUTES:

MOTION: TO APPROVE THE MINUTES FROM THE REGULAR COUNCIL MEETING OF MARCH 28, 2023 AS AMENDED.

Moved by B. Furey, seconded by D. Post

Upon roll call motion passed 6-0 with Mr. Barr abstaining.

AWARDS & PRESENTATIONS:

No awards or presentations this evening.

AUDIENCE PARTICIPATION:

Chuck Bonacci – 11327 Heritage Drive

Mr. Bonacci spoke about the upcoming environmental events. The Library is hosting an E-Waste event on 4/22 10a-2p. Liberty Park Nature Center will have Earth Day activities. The Community Shred day will be on 6/24 from 9a-12p at the Service Department.

Mr. Post mentioned that there is a bin at the library where people who are shredding on their own can bring the shredded paper to be recycled.

Michael Turle – 9930 Forest Lake Drive

Mr. Turle about the efforts of our police officers to make sure the community is safe. He stated he was grateful for their assistance recently and spoke to how thorough the officer was. He stated that the city needs to pay the lower tiered officers an appropriate wage. Mr. Turle state he is waited to see what this administration under Mayor Scaffide to do. He hopes there is a resolution to the current union contract negotiations sooner than later.

Mr. Scaffide stated he has never turned anyone away that has come to his office to discuss his plans or what his administration is about. He welcomed Mr. Turle to come in and discuss if he would like.

No further public participation this evening.

COUNCIL COMMUNICATION AND REPORTS

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

- JEDI met on 4/10. Stated some items the committee is working on is celebrating National Police Week 5/15, an event for graduating high school seniors at the end of May and a Juneteenth celebration. Their next meeting will be on 5/8 at 6:00pm.
- The next Community Relations Board meeting will be on 4/20 at 8:00am at Kent State Twinsburg.
- The next BZA meeting will be on 4/26 at 6:30pm.
- Public Works Committee met earlier this evening. Their next meeting will be on 6/13 at 6:00pm.
- Nothing further this evening.

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

- Public Works Committee met earlier this evening. Stated City Engineer Amy Mohr went over upcoming items which included items below. Their next meeting will be on 6/13 at 6:00pm:
 - OPWA Applications for the following projects - 2022 Glenwood Waterline, 2022 Storm lining, 2023 Ravenna/Shepard Intersection, 2023 Center Valley Park Interceptor Sanitary Sewer and 2023 Creekside Sanitary Repair and Bank Stabilization
 - Natureworks application for the 2022 E. Idlewood Pedestrian Bridge
 - Upcoming Studies/Designs for Traffic Study and ODNR Grant Glen Chamberlin
 - Construction Update - Dooridge Drive, Ravenna Sanitary/Town Center, Road Program and Cannon Road
- The next Finance Committee meeting will be on 4/25 at 6:00pm.

- The next Public Safety Committee meeting will be on 5/9 at 6:00pm.
- Stated the Zoning Code Update initial community survey is on Together Twinsburg and will be open until 4/30. The first public outreach meeting will be held on June 28th from 4-6pm, location is to be determined.
- Nothing further this evening.

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

- Attended the Rock the Park Kick-off Party on 3/29. There is a great lineup of concerts from June-September.
- Twins Days committee met on 4/5. They currently have 499 sets of multiples registered. The committee is glad to have their golf event back this year. Their next meeting will be 5/3 at 7:00pm.
- Stated the ARB met on 4/6. Their next meeting will be on 4/20 at 6:00pm.
 - Case 23-03-11 8592 Darrow Road, Crown Hill Cemetery Niche Columbarium for cremations
 - Case 23-04-15 1940 Westwood Drive, Hyvarinen Home Addition
 - Case 23-03-12 (Resubmission) 2700 East Aurora Road, University Hospital Urgent Care Building Alterations
- Case 23-03-13 (Resubmission) 10683 Ravenna Road, Just In Time Staffing signage
- JEDI met on 4/10. The Employment subcommittee went over the goals with the Human Resource Director, Tammy Kalail. Their next meeting will be on 5/8 at 6:00pm.
- Attended the Public Works meeting earlier this evening.
- Stated the CIC meeting for this week is cancelled.
- Nothing further this evening.

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

- Attended the Public Works meeting earlier this evening. Thanked Amy Mohr, City Engineer for her knowledge, experience and her hard work on securing grants for the city.
- The Charter Review Commission will meet on 4/13 at 6:00pm. Other meetings are set for 4/18, 4/27 5/11 and 5/25. Stated all meetings are open to the public.
- The next Planning Commission meeting will be on 4/17 at 7:00pm.
- Nothing further this evening.

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

- Stated the next Finance Committee meeting will be on 4/25. He is looking forward to working with the next Finance Director.
- Capital Improvements Board will start meeting in August.
- Nothing further this evening.

Daisy Walker – JEDI, Community Relations, Environmental

- Attended the Public Works Committee meeting earlier this evening.
- Attended the last Environmental Commission meeting. Thanked Chuck Bonacci, chairperson, for his update during audience participation.
- JEDI met on 4/10. Stated they are working on events, one which may be a booth at Twins Days. Mentioned that School Superintendent Kathi Powers expressed interest in working with the JED committee. Their next meeting will be on 5/8 at 6:00pm.
- Nothing further this evening.

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

- Stated he was out of town for the last council meeting.
- Public Works Committee met earlier this evening. Their next meeting will be on 6/13 at 6:00pm.
- Nothing further this evening.

MAYOR’S REPORT:

- Stated the city held the Egg Roll on 4/8.
- Parks and Recreation has many events coming up including:
 - 4/29 Alice in Twinland Scavenger Hunt
 - 6/4 Water Safety Rodeo at TFC
 - 6/10 Family Fun Day at Tiger Stadium
 - 6/11 Duathlon
- The Sustainability Group which is made up of one employee from each department, has been meeting to discuss the cities operations and ways to implement plans
 - Hybrid vehicles
 - Aluminum cans being collect to go to the Burn Unit.
 - Ways to reduce paper use.
 - Individual recycle bins at desks.
- Stated he had a meeting with a local business but it needed to get rescheduled.
- Will be attending the Tinker’s Creek Watershed Mayor’s Breakfast.
- Nothing further this evening.

DEPARTMENT HEAD REPORTS:

Tim Morgan – Fire Chief

Call Volume

- The fire department ran a total of 304 calls in March, for the year that is 916 calls, which down 3% compared to last year. Approximately 33% overlap with other calls.

Fire Prevention

- Inspected 77 locations and 1 fire investigations.

Training

- There were 4 Public Education events, 40 personal contacts.
- Department logged 101 training events which was approximately 599 hours of training.

Notable Events:

- Event #23-7746, 3/23 @18:22 – Called to Marwell Blvd. (Twp.) for a house fire with a person unable to get out. FD units arrived to find active fire in the house with Sheriff Deputies assisting an elderly resident from the rear of the house and restraining a family member from re-entering the house, indicating that there was still an elderly resident was still in their lower level bedroom unable to evacuate on their own. Command directed the 1st engine to initiate fire attack, and the 1st ladder crew to complete a search for the trapped victim. The victim was located, removed from the house and transferred to waiting medical crew that transported him to an Akron hospital. The fire was quickly extinguished, the remainder of the house searched, and overhaul completed. Mutual aid was received from Macedonia, Reminderville, and Hudson Fire and EMS. Two family members and two Sheriff Deputies were evaluated at the scene for smoke inhalation. Investigation assistance was requested from the Ohio State Fire Marshal’s office, the fire was determined to be accidental, likely

the result of an electrical issue. Unfortunately, we were informed that the fire victim succumbed to his inhalation injuries on April 3.

- Training Grant – on April 11, we received word that we were awarded an Ohio Fire Marshal’s Training Grant for \$2,400. This is a reimbursement grant to cover tuition costs for trainings that our personnel attended in 2022.

Points of Interest:

Weather Warning Sirens

- April’s monthly test of the system was conducted on the 8th. Both the sites on Liberty Rd. and on Ravenna Rd. in the Township failed to operate properly (6 of 9 worked properly). Parts remain on order for the malfunctioning units.

Personnel

- Nothing to report.

Facilities

- Remodeling of the Station #1 first floor kitchen has been completed with the Service Department doing the work.
- Station #1 Bay Doors are being evaluated for repair of the lintels.

Fleet

- 2 Med Units on order – 2023 Delivery
- Ladder 2 Replacement Committee formed – 2024-25 Delivery.
- Tower 1 Refurbishing Committee formed – 2024-25 Completion.
- The new car for the Fire Chief has been received, up-fitting with emergency equipment will be forthcoming.

Equipment

- Nothing to report.

Projects in Process

- Emergency Operations Plan Review.
- ISO Evaluation – site visit was completed on 2/23, the report is expected in a couple of months.

Current Staffing (as of 1/1/23)

- Currently reviewing the files of candidates, conducting interviews, and background checks for Full and Part Time positions.
- Full Time Staffing:
- Part Time Staffing: Cory Hinderliter resigned following 1.25 years of service.
 - 33 Fulltime
 - 13 Part-time
 - 1 Fulltime Executive Assistant
 - 1 Part-time Administrative Assistant

NPDES:

- Nothing to report.

Community Relations and Special Projects:

- Nothing to report.

Nathan Zuege - Wastewater Superintendent

- Last month it was mentioned that work is being performed on the Vactor Truck. Its repair is nearly complete. We should be receiving the truck within a week. Once fully assembled, invited Council and the Mayor to visit the WWTP and view the completed project.

- Is working with OEPA on the WPCLF loan for the last month. We are inching closer to its award, scheduled for the end of April.
- Last year, Council approved the City to enter into a maintenance contract for the Microturbine located at the Wastewater Treatment Plant. Informed council that during the first quarter of 2023, we have saved nearly \$12,000 in natural gas and electrical costs. This is almost equivalent to the annual maintenance cost. In other words, the Microturbine's savings pays for the maintenance contract annually. We will continue to save more as the year proceeds.

No further Department Head reports this evening.

LEGISLATION

ORDINANCE 43-2023 - AN ORDINANCE AMENDING CHAPTER 929 OF THE CODIFIED ORDINANCES OF THE CITY OF TWINSBURG REGARDING TREES.

Read by S. Collins

MOTION: TO ADOPT ORDINANCE 43-2023

Moved by S. Barr, seconded by D. Walker

Upon roll call motion passed unanimously

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.

Read by S. Collins

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 AMENDING 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 55-2023 - 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; AND DECLARING AN EMERGENCY.

Read by S. Collins

ORDINANCE 56-2023 - AN ORDINANCE CONFIRMING THE MAYOR'S APPOINTMENT OF CHRISTINA M. CONWAY AS FINANCE DIRECTOR FOR THE CITY OF TWINSBURG PURSUANT TO CITY CHARTER AND DECLARING AN EMERGENCY.

Read by S. Collins

MOTION: TO SUSPEND THE RULES AND PLACE ORDINANCE 56-2023 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 56-2023 AS AN EMERGENCY

Moved by S. Barr, seconded by K. Labbe

Upon roll call motion passed unanimously

ORDINANCE 57-2023 - AN ORDINANCE APPROVING A CHANGE ORDER TO THE CONTRACT WITH PERRIN ASPHALT COMPANY, FOR MODIFICATION OF ADDITIONAL WORK RELATED TO THE 2023 ROAD IMPROVEMENT PROJECT; AND DECLARING AN EMERGENCY.

Read by S. Collins

MOTION: TO SUSPEND THE RULES AND PLACE ORDINANCE 57-2023 ON IT'S THIRD AND FINAL READING

Moved by S. Barr, seconded by D. Walker

Upon roll call motion passed unanimously

MOTION: TO ADOPT ORDINANCE 57-2023 AS AN EMERGENCY

Moved by S. Barr, seconded by B. Furey

Upon roll call motion passed unanimously

ORDINANCE 58-2023 - A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH THE OHIO DEPARTMENT OF TRANSPORTATION TO PARTICIPATE IN THE ODOT ROAD SALT CONTRACTS AWARDED IN 2023; AND DECLARING AN EMERGENCY.

Read by S. Collins

UNFINISHED BUSINESS, NEW BUSINESS, MISCELLANEOUS

Karen Labbe:

- Welcomed Mrs. Conway as the Finance Director.
- Nothing further this evening.

Mr. Post:

- Welcomed Mrs. Conway as the Finance Director.
- Rotary's Parade of Flag program is open for registration. Flags are \$40 for the season and residents can register at www.twinsburgflags.com
- Nothing further this evening.

Mr. Furey:

- Stated the Service Department did a great job with both the recent high winds and the regularly scheduled branch pick up. Reminded residents that regular branch pick up is the first full week of the month between April and October.
- Nothing further this evening

Mrs. Walker:

- Welcomed Mrs. Conway as the Finance Director.
- Nothing further this evening.

Jeff Deeds:

- Stated that most all of our residents love our Police Officers and think they do an amazing job. In regards to the contract negotiations he stated not to throw stones when the full story is unknown.
- Nothing further this evening.

Mr. Bellan:

- Welcomed Mrs. Conway as the Finance Director.
- Nothing further this evening.

Mr. Barr:

MOTION: That city council does not oppose the transfer of ownership for the liquor permit from Mr. Hu LLC. dba Bongiorno's Ristorante located at 9149 Ravenna Road to Atley LLC dba The Atley and authorize the Clerk to submit the form to the Ohio Division of Liquor Control.

Moved by S. Barr, seconded by G. Bellan

Upon roll call motion passed unanimously

- Nothing further this evening.

Mayor Scaffide

- Nothing further this evening.

Mr. Vazzana

- Welcomed Mrs. Conway as the Finance Director.
- Nothing further this evening.

Mrs. Collins

- Nothing further this evening.

MOTION: To adjourn the meeting.

Moved by S. Barr, seconded by G. Bellan

Upon roll call motion passed unanimously

ADJOURNMENT:

Meeting adjourned at 8:19pm.

Attest:

Scott Barr, President of Council

Shannon Collins, Clerk of Council