



Caucus & Regular Council Meeting Minutes
Tuesday, May 25, 2021
7:00 p.m.

CAUCUS:

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

ROLL CALL: S. Scaffide, S. Barr, D. Walker, M. Stauffer and B. Furey

ABSENT: J. McFearin, G. Bellan

ALSO PRESENT: Ted Yates, Mayor
David Maistros, Law Director
Sarah Buccigross, Finance Director
Shannon Collins, Clerk of Council
Mark Gutowski, Senior Communications Administrator

Presentations:

No presentations this evening.

Items for Discussion:

Keith Foulkes, Chief Building Commissioner talked about the work the Building Department is doing. He explained that currently there is some newer staff and the workload has increased significantly in the past few years. For example the volume from April 2017 was approximately \$69,000 and in April 2021 the department processed almost \$180,000. They are working diligently to get to all the grass complaints along with the other building requirements. They are working with one full-time inspector and one part-time.

No further items for discussion this evening.

Audience Participation:

No audience participations this evening.

Pending Legislation:

Ordinance 41-2021 – Mr. Scaffide stated this ordinance is to award the bid for Vehicle Storage Building Roof Replacement. The reason for the emergency is to be able to get the project started in a timely manner.

Mr. Maistros spoke regarding both Ordinance 41 & 42 stating that these are to award the bids for the roof projects. He stated these were bid with alternates. He said even though they were bid together, there are two separate contractors because Mr. Campbell picked the lowest for each project.

Mr. Scaffide asked if they both went through capital. Mr. Maistros stated the community center did but the vehicle storage building did not.

Ordinance 42-2021 – Mr. Scaffide stated this ordinance is to award bid for Community Center Roof Replacements. Again, the emergency is to get started as soon as possible.

Ordinance 43-2021 – Mr. Scaffide stated this ordinance is to establish the fund for the Police and Fire Levy that was passed by the residents on May 4th. The reason for the emergency is to get this submitted to the state and county as soon as possible. This will be split up with .7 in mills Fire Pension, .7 mills in Police Pension and the remaining 1 mill in Safety Forces Capital which both departments will have access to.

Mayor Yates stated the revenue coming in from this levy is going into a separate fund called Police & Fire Levy Fund.

Ordinance 44-2021 – Mr. Scaffide stated this ordinance is the annual recodification and editing of codified ordinance for the city. Online updates should be in place by the end of next week.

Miscellaneous:

Mr. Scaffide asked what council thoughts were on moving the Council meeting start time to immediately following the Caucus meeting. Mr. Furey asked if this was dictated by the charter. Mr. Maistros stated the time is in the codified so can be changed by legislation. Council asked the law director to prepare legislation for this.

No further miscellaneous this evening.

Meeting adjourned at 7:19 pm.

Regular Council Meeting:

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

ROLL CALL: S. Scaffide, S. Barr, D. Walker, M. Stauffer and B. Furey

ABSENT: J. McFearin, G. Bellan

ALSO PRESENT: Ted Yates, Mayor
David Maistros, Law Director
Sarah Buccigross, Finance Director
Shannon Collins, Clerk of Council
Mark Gutowski, Senior Communications Administrator

INVOCATION & PLEDGE OF ALLEGIANCE:

Mrs. Stauffer bestowed the Invocation and led Council in the Pledge of Allegiance.

APPROVAL OF MINUTES:

MOTION: TO APPROVE THE MINUTES FROM THE REGULAR COUNCIL MEETING OF MAY 11, 2021

Moved by B. Furey, seconded by D. Walker

Upon roll call motion passed unanimously

AWARDS & PRESENTATIONS:

No awards or presentations this evening.

AUDIENCE PARTICIPATION:

Sue Clark – 9845 Crestwood Drive

Mrs. Clark read from a complaint from last year asking council to come up with disciplinary actions, warnings and what action will come after a third warning. She would like these kept in a personnel file at city hall. She stated the same council person who used her personal information last year did the same to another resident recently. She wants to know what is going to be done. The city needs procedures.

Shelia Williams – Summit County Public Health

Ms. Williams spoke regarding Summit County Public Health. The city hosted a pop up vaccination in Twinsburg where they gave 50-55 shots out. All three brands were offered. There were extra doses that went over to Maplewood. It was successful. The CDC states masks will be optional for those vaccinated after June 2nd. She asked that people still be cautious and know what the surroundings are and size of crowds.

Bruce Baldwin – 3310 Cannon Road

Mr. Baldwin asked that the city look at the triangle property on RT 14 & 82 near the square and possibly purchase for a memorial to the city's first fire department, police department and the history of the porch on 82. Don't forget the veterans too. He also mentioned the city's responsibility to follow up with those who do not keep their grass cut.

No further public participation this evening.

COUNCIL COMMUNICATION AND REPORTS

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

- Attended the Finance Committee this evening.
- Attended the ARB meeting on 5/20. Next meeting will be 6/3 at 6:00pm.
 - Case 21-05-46- 9749 Ravenna Road-Metal Roof Alteration – Approved as submitted
 - Case 21-05-47- 8124 Darrow Road-New Adventures Daycare Sign-Gil Macias – Approved as submitted
 - Case 21-05-48- 9649 Chamberlin Road-New Residential Construction – Approved as noted

- The J.E.D.I. Justice & Police Subcommittee met on 5/24 and discussed policies. The next full committee meeting will be June 14th at 6:00pm.
- Attended the CIC meeting on 5/23.
- Nothing to report this evening

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

- Attended the CIC meeting on 5/23. They interviewed two developers who submitted RFP for downtown development.
- Comprehensive Plan Committee will meet on 5/27 at 6:00pm
- Attended the Finance Committee meeting earlier this evening
- On 7/16 the Twinsburg Police Association will host the Miktarian Golf Outing. If interested, please contact Sgt. Detective Brian Donato at bdonato@twinsburg.oh.us
- When the community survey results came in one of the main things that residents had an issue with was wrong information on social media. He showed a screenshot stating the city's website does not have information on it and also ones about the IT department that was on Facebook. Mr. Furey then showed short videos on how to find the information on the city's website and also what all the IT department is responsible for and what their budget consists of.
- Nothing to report this evening

Scott Barr – Finance, Public Safety, Planning

- Planning Commission met on 5/17 and discussed a lot split. Their next meeting is on 6/21 at 7:00pm where they will be discussing Ordinance 39-2021 regarding marijuana dispensaries.
- Looking forward to the first Rock the Park on June 11th.
- Nothing to report this evening

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

- Attended the JEDI subcommittee Justice & Police meeting on 5/24.
- Attended the Finance Committee meeting earlier this evening.
- Nothing to report this evening

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

- Stated the Finance committee met earlier this evening. They discussed setting up the funds for Police and Fire from the passage of Issue 2. The legislation for this is also on tonight's council agenda. They also talked about the American Rescue Plan. The next meeting will be on 6/22
- Glenwood Preserve will have their Garage Sale from 6/10-6/12.
- Nothing further this evening

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

- Not in attendance this evening

Jo-Ann McFearin - Golf Advisory, Finance, Volunteer Fireman's Board

- Not in attendance this evening

MAYOR’S REPORT:

- Attended the Quest Financial 10 year anniversary.
- Thanked University Hospital Dr. Stephanie Gaines for organizing an event for preschoolers with the fire department and the UH Helicopter Med Unit.
- The CIC met and interviewed the RFP applicants for the downtown development
- The city is hosting an E-Waste event on 6/6 from 12pm-4pm and a Shred Day on 6/12 from 9am-12pm.
- On 6/12 there will be a Memorial Dedication for former Mayor James Karabec at Liberty Park at 9:30am.
- Congratulated the Class of 2021
- The VFW Post 4929 will be hosting their Memorial Day Parade at 10:30am. The parade route will be from the high school to the square where there will be an abbreviated service.
- Nothing further this evening

DEPARTMENT HEAD REPORTS:

Jennifer Betenson – Interim Parks & Recreation Director

- Water Park is opening on Saturday
- Day Camp and Safety will also be starting soon.
- Duathlon coming up.
- Senior Center will be opening on June 1st with a cautious approach
- Fitness Center visits are increasing. Jump Start and CAVS camps will be happening.
- Rock the Park concerts are back. June 11th concert is sold out.

Mayor Yates stated Michael Brown, Human Resource Director hosted a job fair today and hired approximately 65 seasonal employees.

Sarah Buccigross – Finance Director

April Close

- Finance has closed April 2021 and the financials are available online.

May 2021 Income Tax Revenues

- May 2021 Income tax receipts total \$2,584,421.79 compared to May 2020 receipts in the amount of \$1,693,570.86. This reflects an increase of 52.60% or \$890,850.93 compared to last year.
- YTD 2021 Income tax receipts total \$9,973,254.07 compared to YTD 2020 receipts in the amount of \$9,776,983.53. This reflects an increase of 2.01% or \$196,270.54 compared to last year.
- Refunds in the amount of \$40,431.10 are included in the May collections.
- The net change in distribution for this month for individual, net profit and withholder collectively is: \$341,559.82.
- Note: Filing Deadline in 2021 was May 17th, Deadline in 2020 was July 15th

Finance Committee – Police & Fire Levy Fund & ARPA – Part 1

- Tonight’s Finance Committee agenda includes discussions on the proposed Police & Fire Levy Fund and details on allowed uses of the American Rescue Plan Act monies.

Electronic Sewer Billing

- Implementation of an online sewer billing option is in progress. Progress meetings are held bi-weekly. Marketing materials will be shared when the system is live and available for public use.

Training is in process for the new system and both Finance & WWTP are in the process of completing all training tasks.

GAAP Conversion

- The conversion of the City's cash basis financials to GAAP is currently under review. Once reviews have been completed, the financials will be uploaded to the State of Ohio's Hinkle system.

2020 Regional Income Tax Agency (RITA) Collections Cost

- The 2020 cost of Income Tax collections was 1.24% for a total cost of \$271,504. The City will be receiving a reimbursement for the retainer payments in the amount of \$403,366 this month. The partnership with RITA continues to help the City collect income taxes efficiently.

Information Technology

- Waterpark opening tech work is in process including POS and time clock set ups.
Building monitoring proposal is being considered this week including suggested changes.
Regular newsletter issues and website updating are continuing.
Feedback on completed LEADS audit thus far is positive.

No further Department Head reports this evening.

LEGISLATION

ORDINANCE 41-2021 - AN ORDINANCE ACCEPTING THE BID OF E. LEE CONSTRUCTION, INC., FOR THE VEHICLE STORAGE BUILDING ROOF REPLACEMENT; AND DECLARING AN EMERGENCY

Read by S. Collins

MOTION: TO PLACE ORDINANCE 41-2021 ON THE THIRD AND FINAL READING AND DECLARING AN EMERGENCY

Moved by S. Scaffide, seconded B. Furey

Ms. McFearin stated the reason for the emergency is get the project started in a timely manner.

Upon roll call motion passed unanimously

MOTION: TO ADOPT ORDINANCE 41-2021 AS AN EMERGENCY

Moved by S. Scaffide, seconded by M. Stauffer

Upon roll call motion passed unanimously

ORDINANCE 42-2021 - AN ORDINANCE ACCEPTING THE BID OF BUILDING TECHNICIANS CORP., FOR THE COMMUNITY CENTER BUILDING ROOF REPLACEMENT; AND DECLARING AN EMERGENCY

Read by S. Collins

MOTION: TO PLACE ORDINANCE 42-2021 ON THE THIRD AND FINAL READING AND DECLARING AN EMERGENCY

Moved by S. Scaffide, seconded B. Furey

Ms. McFearin stated the reason for the emergency is get the project started in a timely manner.

Upon roll call motion passed unanimously

MOTION: TO ADOPT ORDINANCE 42-2021 AS AN EMERGENCY

Moved by S. Scaffide, seconded by S. Barr

Upon roll call motion passed unanimously

ORDINANCE 43-2021 - AN ORDINANCE ESTABLISHING A SPECIAL REVENUE FUND TITLED "POLICE AND FIRE LEVY FUND" TO RECEIVE AND EXPEND REVENUES GENERATED BY THE 2.40 MILL POLICE & FIRE LEVY PASSED BY THE ELECTORATE ON MAY 4, 2021; AND DECLARING AN EMERGENCY

Read by S. Collins

MOTION: TO PLACE ORDINANCE 43-2021 ON THE THIRD AND FINAL READING AND DECLARING AN EMERGENCY

Moved by S. Scaffide, seconded B. Furey

Ms. McFearin stated the reason for the emergency is get the project started in a timely manner.

Upon roll call motion passed unanimously

MOTION: TO ADOPT ORDINANCE 43-2021 AS AN EMERGENCY

Moved by S. Scaffide, seconded by S. Barr

Upon roll call motion passed unanimously

ORDINANCE 44-2021 - AN ORDINANCE APPROVING THE RECODIFICATION, EDITING AND INCLUSION OF CERTAIN ORDINANCES AND AMENDMENTS TO THE CHARTER AS PARTS OF THE VARIOUS COMPONENT CODES OF THE CODIFIED ORDINANCES OF TWINSBURG, OHIO

Read by S. Collins

UNFINISHED BUSINESS, NEW BUSINESS, MISCELLANEOUS

Mrs. Walker:

- Nothing further this evening

Mr. Barr:

- Wished everyone a nice Memorial Day weekend
- Nothing further this evening

Mrs. Stauffer:

- Congratulated all the graduates
- Thanked Mr. Furey for putting together the info to show residents how to find things on the website.
- Nothing further this evening

Mr. Furey:

- Thanked all the veterans
- Wished everyone a blessed and joyous Memorial Day
- Nothing further this evening

Mr. Scaffide:

MOTION: THAT CITY COUNCIL DOES NOT OPPOSE THE TRANSFER OF LIQUOR PERMIT FROM SAN PELINO LLC & PATIO TO EL TORITO TACOS LLC DBA EL TORITO TACOS & PATIO LOCATED ON RAVENNA ROAD AND AUTHORIZE THE CLERK TO SUBMIT THE FORM TO THE OHIO DIVISION OF LIQUOR CONTROL.

Moved by S. Scaffide, seconded by B. Furey

Upon roll call motion passed unanimously

MOTION: TO EXCUSE ABSENT MEMBERS THIS EVENING.

Moved by S. Scaffide, seconded by B. Furey

Upon roll call motion passed unanimously

- Nothing further this evening

Mr. Bellan:

- Not in attendance this evening

Ms. McFearin:

- Not in attendance this evening

Mayor Yates:

- Nothing further this evening

Mr. Maistros

- Nothing further this evening

Mrs. Collins

- Nothing further this evening

ADJOURNMENT:

Meeting unanimously adjourned at 8:10pm.

Attest:

Jo-Ann McFearin
President of Council

Shannon Collins
Clerk of Council