



**Caucus & Regular Council Meeting Minutes**  
**Tuesday, June 8, 2021**  
**7:00 p.m.**

**CAUCUS:**

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

**ROLL CALL:** J. McFearin, S. Scaffide, G. Bellan, S. Barr, D. Walker, M. Stauffer and B. Furey

**ABSENT:**

**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:**

Mr. Maistros stated there is an application from the Johnny Appleseed District of Barbershoppers requesting that liquor be allowed to be served on city property. Council must approve these types of requests in addition to the applicant going through the state for a liquor permit. The applicant has filled out the city's special event application however there are some questions that the city has that they are still waiting on some answers. The reason this is coming before council now is because of the timeframe to get the state permit.

Mr. Scaffide asked what type of alcohol will be served, Jennifer Betenson stated that is one of the questions they are waiting for an answer on. She stated that the applicant will also have to provide security through our police department with alcohol being served.

Mr. Bellan asked how many people are expected. Per the application it looks like 400. He asked if based on what Mrs. Betenson knows now, is she in favor of this? She stated she is not in favor of the liquor license.

Mayor asked if there is an admission fee. She stated there is not but they will be charging for alcohol.

Mr. Bellan asked if we can require a certain level of security. Mr. Maistros stated the Police Chief has to sign off on this also.

No further items for discussion this evening.

**Audience Participation:**

No audience participations this evening.

**Pending Legislation:**

Ordinance 44-2021 – Ms. McFearin stated this ordinance is the annual recodification and editing of codified ordinance for the city.

Ordinance 45-2021 – Ms. McFearin stated this is to amend the COT 111.01 regarding Council meeting start time.

Mr. Bellan asked what the reason for the two separate meetings is. Could this all be handled at one meeting? Mr. Maistros stated that caucus is a more informal meeting to discuss pending legislation and was not televised. As time has gone by we now televise both meetings. He stated you can just add an agenda item to the regular council meeting of either caucus or pending legislation.

Council asked Mr. Maistros to change the language to incorporate pending legislation into the regular council agenda and have the meeting start at 7:00pm.

Ordinance 46-2021 – Ms. McFearin stated this is regarding the 2022 Tax Budget. Ms. McFearin stated we do this annual to submit to the county by their July 15<sup>th</sup> deadline. It also allows the city to participate in the distribution of Local Government Funds. The city is applying for three funds to have retry tax as a source of revenue. These include Fire Pension for 0.3 mills, Police Pension for 0.3 mills and Police & Fire Levy Fund for 2.40 mills.

Ordinance 47-2021 – Ms. McFearin stated this is an appropriations amendment for Local Coronavirus Relief Fund. This amendment is for \$22,374.72 and is specifically related to the 2020 automated fixture restroom project.

Resolution 48-2021 – Ms. McFearin stated this is a resolution to allow ODOT to preform work in the city limits as it pertains to resurfacing of State Route 91 & I-480. There is a shared cost, of which the city is responsible for 20%.

**Miscellaneous:**

No miscellaneous this evening.

Meeting adjourned at 7:10 pm.

**Regular Council Meeting:**

Ms. McFearin called the Regular Council meeting to order at 7:30 pm.

**ROLL CALL:** J. McFearin, S. Scaffide, G. Bellan, S. Barr, D. Walker, M. Stauffer and B. Furey

**ABSENT:**

**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:**

Mr. Barr 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 25, 2021**

Moved by B. Furey, seconded by S. Scaffide

Upon roll call motion passed unanimously

**AWARDS & PRESENTATIONS:**

No awards or presentations this evening.

**AUDIENCE PARTICIPATION:**

Chuck Bonacci – 11327 Heritage Drive

Mr. Bonacci talked about the E-Waste event that was held this past Sunday. He stated over 200 cars came through the event. He stated that there were over 220 vehicles that came through the event. He thanked Summit County E-Waste and the city for putting this together. This event keeps all these electronics out of the landfills. Thanked the Service Department for their help with all the heavy lifting but also thanked Environmental Commission, Council Members and Mayor who showed up to help. He also stated that this coming week will be the city's Annual Shred event which usually fills up quickly so show up early.

Sue Clark – 9845 Crestwood Drive

Mrs. Clark stated that at the last meeting a council member spent more time discriminating against a resident than he did correcting any misinformation. She wants to know what council has come up with to prevent this from continuing to happen to residents.

No further public participation this evening.

**COUNCIL COMMUNICATION AND REPORTS**

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

- Announced her resignation from council effective June 15<sup>th</sup>. She stated she has a business opportunity in Florida that she will be taking. She stated it was an honor and privilege to serve the city and the residents of Ward 3.

- Nothing further this evening

Mr. Scaffide presented Ms. McFearin with a plaque for serving as Council President. He stated she has been a wonderful asset to city council. He knows how hard she has worked for the residents and council wishes her the best of luck.

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

- Attended the ARB meeting on 6/3. Next meeting will be 6/17 at 6:00pm.
  - Case 21-06-49 – 9790 E. Idlewood Drive – Porch Addition - Approved as noted
  - Case 21-06-50 – 3536 Cannon Road – Pavilion - Approved as noted
  - Case 21-06-51 – 8901 Hadden Road – Get Go Sign - Approved as noted
- CIC meeting will be 6/15 at 5:00pm
- The next J.E.D.I. full committee meeting will be June 14<sup>th</sup> at 6:00pm.
- Comprehensive Plan Committee will meet on 6/24 at 6:00pm
- Public Works will meet on 6/22
- Nothing to report this evening

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

- Attended the Finance Committee meeting earlier this evening
- CIC will meet on 6/15
- Comprehensive Plan will meet on 6/24
- When the community survey results came in one of the main things that residents had an issue with was wrong information on social media and city finances. He stated the city has worked hard on the finances. There have been reduction in force, additional efficiencies, retirements that have lowered some of the employment costs. Per the most recent statement of cash the city is planning on ending with a cash balance in the general fund of \$11,000,219.00. As of today at 4:30 the city had \$26,679,000 on cash. The website has been updated to make things are more accessible to residents.

Ms. McFearin address an outburst from a resident in the audience.

- Mr. Furey continued and went over CIC information and how to navigate their website. He stated that the CIC is filed through the state and is an approved organization. He talked about the CIC working on the downtown development area.
- Nothing to report this evening

**Scott Barr – Finance, Public Safety, Planning**

- Planning Commission's next meeting is on 6/21 at 7:00pm. Mr. Furey will be attending.
- Will not be at the 6/22 Council Meeting
- Attended the Finance Committee meeting earlier this evening. Mr. Scaffide will report
- Nothing to report this evening

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

- Finance Committee met earlier this evening and discussed the 2021 and 2022 budgets. Mrs. Buccigross also talked about the state legislation regarding work from home income tax. The next Finance Committee meeting will be on 8/24 @ 6:00pm.
- Stated he is unhappy with the services we are being provided by Waste Management. He is sad to see that the representative did not come to tonight's meeting.
- Nothing further this evening

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

- Attended the Finance Committee meeting earlier this evening.
- Attended the Comprehensive Plan meeting on 5/22
- Attended the E-Waste event this past Sunday 6/6
- Mentioned some events that are happening at the Senior Center.
  - 6/15 at 10am there is Coffee & Pastries
  - 6/22 at 12pm will be the Birthday Party
  - 6/29 there will be a Support Local Business event at Michael's Café
  - The Senior Van is available Monday – Friday from 8:30am-4:00pm. Please call 330-963-8722 to reserve.
- Attended the JEDI Employment subcommittee
- Nothing to report this evening

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

- Attended the Finance Committee meeting earlier this evening
- The JEDI Full Committee will meet on 6/14 at 6pm and the Community Outreach Subcommittee will meet on 6/21 at 6pm.
- BZA will meet on 6/23 at 6:30pm
- Reminded residents of the Karabec Memorial this Saturday, June 12<sup>th</sup> at 9:30am at Liberty Park.
- Nothing further this evening

**MAYOR'S REPORT:**

- The city is in full summer mode. We have Rock the Park coming up, the pool is open, camps are taking place, the Duathlon is happening soon and youth sports are in swing.
- The city hosted a seasonal job fair and had 65 people go through.
- The E-Waste event was a great turn out. Thanked all who helped.
- The signalized crosswalks are going in at Neille & Liberty and also at Post & Liberty.
- Stated that Waste Management does a good job with our city's trash pick-up. He'd like to give them the benefit of doubt due to the current climate.
- Stated Don Spera who was a long time member of the city's Civil Service Commission passed away. Thanked him for all his service both for the city and as a former police officer.
- Passed on his condolences regarding John Curry who was a former Township Trustee and had many great contributions to the community.
- Thanked Ms. McFearin for all she has done as a council member. Stated she was a great addition to council and will be missed.
- Nothing further this evening

**DEPARTMENT HEAD REPORTS:**

**Larry Finch – Community Planning & Economic Development Director**

Community Planning & Development

- Four Comprehensive Plan Committee meetings have been held so far where topics such as historical trends, land use, employers, household characteristics, intro to sustainability, best practices framework, current practices, what sustainability means to planning and goals and objectives.
- Future meetings will have discussion regarding integration of sustainability practices with central area plan, transportation and bikeway plans, field trip of important habitat and environmental quality.

Twinsburg CIC

- Advertised and received statements of interest from potential developer partners
- Interviewed candidates
- Follow-up questions to the candidates for clarification of concerns
- Selection could be made in the next 30 days
- Next steps in creation of a development agreement
- Project planning will be transparent and involve substantial communication with the public

Economic Development

- Business visitation happening again in person (Safran)
- Industrial development remains strong with substantial interest in new projects

**Michael Brown –Human Resource Director**

Training

- Training is an avenue to produce a positive change in the function of an organization. For the individual employee, it provides an opportunity to upgrade their knowledge or skills. And for the team, it creates organizational and communication elements that can multiply productivity.
- Developed the Twinsburg Training Academy
  - Building a Culture of Respect and Inclusion
  - How to Communicate Effectively
  - The Art of Managing Difficult Conversations
  - The Need for Affirmations
  - Understanding the Five Generations in the Workplace
  - Moving from Colleague to Management
  - Customer Service – What's That?
- These courses will be run face to face or online and provide our employees opportunities to learn and grow.
- Stated he completed The University of South Florida (College of Business) Diversity, Equity and Inclusion Program, obtaining a Diversity, Equity and Inclusion in the Workplace Certificate. I am currently attending Cornell University's eCornell accredited online program, pursuing a Diversity and Inclusion for Human Resources Certificate.

Review of Policies

- Reviewing several policies and re-writing them based on aligning them with the law and HR best practice.
- Reviewing an updated Employee Handbook with the Mayor and Law. Once that review is complete, we will begin to align to 147 and proposed some necessary changes to the Ordinance.

### Employment

- Increased the seasonal hourly rate to \$12
- Held a Seasonal Open Interview Fair on May 25 at the Community Center for ages 15 and up. Very successful. 65 young people showed up and jobs were provided to 45 with some still waiting to be placed.
- Focused recruitment efforts to source diverse, qualified candidates for full-time positions. Will be working with The National Testing Network to administer entrance exams for our Police and Fire Departments this year. This will provide us the opportunity to reach more applicants (last test given yielded over 150 applicants) and will allow the potential to remove financial barriers for diverse applicants by allowing us to provide vouchers to cover the exam cost.

### Performance Evaluations Program

- Currently working on developing a City-wide Comprehensive Performance Evaluation Program. Evaluations will consist of:
  - 4 overall city competencies
  - 5 Departmental Competencies
  - 3 Goals (2 Professional / 1 Personal)
- Once developed every employee will be evaluated twice a year (one mid-year / one on anniversary date).
- New employees will formally be evaluated at 90 days, 180 days and at the end of their probation (at one year).

### Statistical Data

- We currently have:
  - 166 – Full time
  - 94 – Part time
  - 104 – Seasonal
  - 364 – Total
    - 243 – males
    - 121 – females (more female part-time)
  - Average age of our Full-time staff – 45
  - Average age of our Part time staff – 36
  - 18 out of 364 employees are diverse = 5%

### **Tim Morgan – Fire Chief**

#### Call Volume

- The fire department ran a total of 237 calls this May, for the year that is 1279 calls, which up 7% compared to last year. 25% overlap with other calls.

#### Fire Prevention

- Inspected 61 locations and 5 fire investigations.

#### Training

- There were 0 hours of Public Education totally 0 personal contacts
- Department logged 122 training events which was approximately 630 hours of training.

#### Notable Events:

- None.

Points of Interest:

- Weather Warning Sirens
  - May's monthly test of the system was conducted on the 1st, all sites functioned properly, still a flashing indicator light at the Liberty/Cannon site.

Fleet

- Med 2 back in service
- Ladder 2 has been out-service, due to hydraulic issues and suspension problems (4/5/20).
- New Engine was put in service tonight.

COVID 19 Operations

- To date, 4 employees with positive Covid tests (3 part time, 1 fulltime)
- To date, 8 employees have been quarantined for periods of time due to positive tests within their households or other significant exposures.

Projects in Process

- Nothing to report at this time

Current Staffing (as of 5/1/21)

- Part Time Staffing: Michael Zevchek and Dennis Basch were hired as Part Time Firefighter/Medics in April.
  - 31 Fulltime
  - 11 Part-time (+2)
  - 1 Fulltime Executive Assistant
  - 0 Part-time Secretary (Laid-off)

NPDES:

- Nothing to report at this time.

Community Relations and Special Projects:

- Assistant Chief Bosso was the Keynote Speaker for the CERTcon 2021. Really thankful and proud of what he has done with our CERT program.
- Thanked our CERT team for all they do.
- Hydrant Flushing is underway
- Nothing further to report at this time.

**Chris Campbell – Public Works Director**

- Road Maintenance – Cleaned approx. 153' of ditch of liberty rd. Started Mowing of Ditches and Berms.
- Liberty Road- In Road Warning Lights (IRWL) should be operational by weeks end.
- Storm Area Checks – The collection areas were cleaned once in October, and once in early November with the removal of approximately 75 Lbs. of debris.
  - Totals to date – 11 checks performed, 600.25 Lbs. of debris removed.
- Branch Chipping – Completed May round of chipping. Dumped 95 Yds. Completed 649 Homes, covered 490 Miles. Currently in progress of the June round. Julys round starts July 6<sup>th</sup>.
- Crack sealing Program – We are working on completing Post rd. 7 streets total have been done this season. 252 blocks of material
- Street Sweeping – Sweeping round #1 with sweeping of the mains, secondary's, and trouble areas completing 113 streets and dumping 21 yds. of debris have been removed to date.
- Park Maintenance - Rebuilt the Rock the Park VIP Deck.



- Complete a River Run, Cleared 2 major tree dams and misc. other debris.
- Rebuilt 2 park benches at Glen Chamberlin Park.

Mrs. Stauffer asked if they keep the same route or change it up. Mr. Campbell stated that they keep the same route and go start to finish each month.

Mr. Barr stated he did have another resident with trash issues on Ezra Court.

### **Amy Mohr – City Engineer**

- 6/14 there will be road closure at the railroads on SR82 and on 6/21 on Cannon Road
- Timothy and Hawkins manhole replacement sometime in July
- Stated the first week of July there will be work on the catch basin at 82 & 91
- Road striping will start in about 3-4 weeks
- Tree planning bid will be in July, awarded in August
- Looking at putting in a storm water permit independent of the county.

### **Sarah Buccigross – Finance Director**

#### May 2021 Close

- Finance is finishing up the close of the May books. The financial reports will be posted online when they are available.

#### COVID Relief

- Part 1 of eligible uses of the American Rescue Plan Act funding was discussed at the May 25, 2021 Finance Committee meeting. Part 2 of the eligible use discussion will be presented this fall. Finance continues to attend all available webinars in relation to the ARPA funds and their available uses.

#### Finance Committee

- The June 8<sup>th</sup> Finance Committee agenda includes information on the 2021 Tax Year/2022 Collection Year Tax Budget and an update on the work from home exception for principal place of work due to the COVID-19 pandemic.

#### Electronic Sewer Billing

- The implementation of an online sewer billing system is in progress. The system is currently expected to be available to the public in summer with a tentative full roll out in Fall, 2021. The system should generate cost savings as emailed billings will be a smaller cost than the postage/printing necessary for paper billing. Paper billing will remain available to residents, the system will be voluntary sign-ups for emailed billings. Testing and Training are planned for this month.

#### GAAP Conversion

- The conversion of the City's cash basis financials to GAAP has been completed. The financials have been uploaded to the State of Ohio's Hinkle system.

#### Annual Audit

- Preparation has begun for the 2020 on-site financial audit. The audit team will be on-site this month.

#### 2022 Appropriations

- Preparation has begun for the 2022 appropriations. Finance will work with Department Heads and the Mayor over the summer and begin presenting information to Capital Improvements Board/Finance Committee after the summer Council break.

### Information Technology

- The following projects are in progress:
  1. Strategic Communications Plan
  2. Potential Technology update for Streaming, Training, and Emergency Operations Center
  3. LEADS Technical Security Audit (submitted)
  4. Facility Security Systems Review
  5. Waterpark and Rock the Park technology needs
  6. Website Training for Departments
  7. Cyber Security Training
  8. Cyber Security & 2020 Audit Application/Questionnaire Preparation

No further Department Head reports this evening.

### **LEGISLATION**

**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

**ORDINANCE 45-2021** - AN ORDINANCE AMENDING SECTION 111.01 OF THE CODIFIED ORDINANCES OF THE CITY OF TWINSBURG REGARDING THE COUNCIL MEETING START TIME

Read by S. Collins

**ORDINANCE 46-2021** - AN ORDINANCE ADOPTING THE TAX BUDGET OF THE CITY OF TWINSBURG, OHIO, FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2022, AND SUBMITTING THE SAME TO THE COUNTY AUDITOR

Read by S. Collins

**ORDINANCE 47-2021** - AN ORDINANCE AMENDING THE CURRENT YEAR APPROPRIATIONS FOR THE GENERAL REVENUE ACCOUNT AS ESTABLISHED IN ORDINANCE 14-2021, THE APPROPRIATION ORDINANCE OF THE CITY OF TWINSBURG FOR THE YEAR 2021; AND DECLARING AN EMERGENCY

Read by S. Collins

**MOTION: TO PLACE ORDINANCE 47-2021 ON THE THIRD AND FINAL READING AND DECLARING AN EMERGENCY**

Moved by J. McFearin, seconded M. Stauffer

Ms. McFearin stated the reason for the emergency is get this amended in a timely manner.

Upon roll call motion passed unanimously

**MOTION: TO ADOPT ORDINANCE 47-2021 AS AN EMERGENCY**

Moved by J. McFearin, seconded by B. Furey

Upon roll call motion passed unanimously

**RESOLUTION 48-2021 - A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT PURSUANT TO SECTION 5521.01 OF THE OHIO REVISED CODE WITH OHIO DEPARTMENT OF TRANSPORTATION TO ALLOW WORK ON STATE HIGHWAYS WITHIN THE CITY OF TWINSBURG CORPORATION LIMITS (PID 110698)**

Read by S. Collins

**MOTION: TO ADOPT RESOLUTION 48-2021 AS AN EMERGENCY**

Moved by J. McFearin, seconded by S. Barr

Upon roll call motion passed unanimously

**UNFINISHED BUSINESS, NEW BUSINESS, MISCELLANEOUS**

**Ms. McFearin:**

**MOTION:** To allow alcohol to be served on city property on July 24<sup>th</sup> for the Johnny Appleseed District of Barbershoppers provided that Parks and Recreation, Police and Fire have all signed off on the event.

Moved by J. McFearin, seconded by B. Furey

Upon roll call motion passed unanimously

**MOTION:** That city council does not oppose the new liquor permit for Twinrest LLC on Hadden Road dba Tulum Mexican Bar & Grill and authorize the Clerk to submit the form to the Ohio Division of Liquor Control.

Moved by J. McFearin, seconded by G. Bellan

Upon roll call motion passed unanimously

- Nothing further this evening

**Mr. Barr:**

- Wished Ms. McFearin all the best. Stated she will be truly missed on council.
- Nothing further this evening

**Mr. Bellan:**

- Stated the Ethan's Green Garage Sale is 6/11 & 6/12 and the Meadowood/Corbett's Garage Sale will be 8/13 & 8/14
- Told Ms. McFearin it has been a pleasure to serve with her on council and wished her the best
- Nothing further this evening

**Mrs. Stauffer:**

- Congratulated Ms. McFearin and stated she has added so much to council and this community.
- Stated the while she cannot attend the city will be holding a dedication ceremony at Liberty Park on Saturday in honor of former Mayor James Karabec.
- Sent her condolences to the Curry family on the passing of Mr. John Curry Sr.
- Nothing further this evening

**Mr. Furey:**

- 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](mailto:bdonato@twinsburg.oh.us)
- 8/27 the Fire Department will have their Golf Tournament
- Attended Don Spera's funeral
- Congratulated Captain Simon on his retirement
- Wished Ms. McFearin all the best and congratulated her on her new endeavor
- Nothing further this evening

**Mrs. Walker:**

- Wished Ms. McFearin the best. Thanked her for always being kind.
- Nothing further this evening

**Mr. Scaffide:**

- Stated he disagrees with the mayor regarding Waste Management
- Thanked Ms. McFearin for all she has contributed to council and stated she will be dearly missed
- Nothing further this evening

**Mayor Yates:**

- Congratulated Captain Don Simon on his retirement
- Reminded the residents about Mayor Karabec's Memorial on Saturday, June 12<sup>th</sup> at 9:30am at Liberty Park
- Wished Ms. McFearin the best and thanked her for her contributions to the city
- Nothing further this evening

**Mr. Maistros**

- Congratulated Captain Simon on his retirement
- Wished Ms. McFearin all the best and congratulated her on her new endeavor
- Nothing further this evening

**Mrs. Collins**

- Wished Ms. McFearin all the best
- Nothing further this evening

**MOTION:** To enter into an executive session to discuss matters pursuant to Ohio Revised Code § 121.22(g) (1): Personnel

Moved by J. McFearin, seconded by G. Bellan

Upon roll call motion passed unanimously

**ADJOURNMENT:**

Meeting unanimously adjourned at 9:45pm.

Attest:

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Sam Scaffide  
President of Council

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Shannon Collins  
Clerk of Council