



**Caucus & Regular Council Meeting Minutes**  
**Tuesday, September 13, 2022**  
**7:00 p.m.**

**CAUCUS:**

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

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

**ABSENT:**

**ALSO PRESENT:** Sam Scaffide, Acting Mayor  
Matt Vazzana, Law Director  
Sarah Buccigross, Finance 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:**

Steve Hummel – 2500 Old Mill Road

Mr. Humel spoke about the issue and formal complaint he filed regarding Ms. Muter and the Police Officer from a prior meeting regarding Project Gumbo. He asked for an update.

Mr. Barr stated that complaints against employee is handled by the administration and Human Resources, this is not something council handles. Mr. Humel stated they also filed a complaint with the HR Department. Mayor Scaffide stated he will follow up with Human Resources.

Bruce Baldwin – 3310 Cannon Road

Mr. Baldwin thanked the mayor for the work he has done so far. He also stated that he was followed by a police car on a few occasions but wasn't sure if it was coincidence or not.

No audience participations at this time.

**Pending Legislation:**

Ordinance 75-2022 – Mr. Barr stated this ordinance is the second reading for the Redistricting of Wards. Per Section 3.02 of the Charter the Districting Commission, all ward must be within 10% of registered voter. The Commission met and compiled a report and map meeting the criteria which has been

presented to council in Ordinance 75-2022. This will be read at three separate meetings and the emergency clause will be part of the third and final reading in order to get this to the Summit County Board of Elections.

Ordinance 77-2022 – Mr. Barr stated this ordinance is on its second reading and is to create a new section of the code in regards to ‘Illicit Discharge’. This will be read at three separate meetings and the emergency clause will be part of the third and final reading in order to include in the next code update.

Resolution 81-2022 – Mr. Barr stated this resolution is to accept the amounts & rates provided by Summit County for the Tax Year 2022/Collection year 2023 tax levies. Total millage is 3.0 mills which the County estimates to generate \$2,153,060. The 3.0 mills include: .30 Police Pension Fund, .30 Fire Pension Fund, and 2.40 Police & Fire Levy Fund (used for Safety Capital and Police & Fire Pensions).

Resolution 82-2022 – Mr. Barr stated this resolution is the annual legislation to authorize the request of advancement of local taxes from Summit County.

Ordinance 83-2022 – Mr. Barr stated this ordinance is the Fixed Asset Policy was last updated in 2015. Finance Committee/Council discussed increasing the capitalization policy from \$5,000 to \$10,000 in order to better reflect current costs.

Ordinance 84-2022 – Mr. Barr stated this ordinance is to allow ODOT to preform bridge inspections in the city limits. These services are paid for 100% by the state for municipalities under a population of 50,000. Bridges by ORC are required to be inspected annually. This will assure that annual inspections occur. The locations would include – E. Idlewood, Dutton Dr., Moreland Dr., Bissell, the Glenwood golf cart tunnel, Miktarian over RR.

**Miscellaneous:**

No further miscellaneous this evening.

**MOTION:** To enter into an executive session to discuss matters pursuant to Ohio Revised Code § 121.22(g) (3): pending litigation

Moved by S. Barr, seconded B. Furey

Upon roll call motion passed unanimously

Mr. Barr reconvened and stated pending legislation was discussed.

Meeting unanimously adjourned at 7:30pm.

**Regular Council Meeting:**

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

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

**ABSENT:**

**ALSO PRESENT:** Sam Scaffide, Acting Mayor  
Matt Vazzana, Law Director  
Sarah Buccigross, Finance 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 AUGUST 23, 2022 AS SUBMITTED.**

Moved by B. Furey, seconded by K. Labbe

Upon roll call motion passed unanimously

**AWARDS & PRESENTATIONS:**

Mayor Scaffide presented proclamations to Fran Turler to celebrate her 90<sup>th</sup> birthday. He also presented one to the Senior Center Mind Challenge group for their outstanding finish in a senior trivia contest. They came in second place out of ninety teams. Mayor Scaffide then presented Officer Olivia Bartulovic with a proclamation for her heroic efforts in saving two resident's lives on the same day.

No further awards or presentations this evening.

**AUDIENCE PARTICIPATION:**

Sheila Williams –

Ms. Williams stated that Summit County Public Health has vaccines for flu and COVID. She stated they also have a variety of services for seniors and encouraged everyone who knows a senior to check it out. Ms. Williams also talked about the 10<sup>th</sup> anniversary of Kent State Twinsburg. She talked about all Twinsburg did to get the Kent State campus here.

Mr. Barr followed up on items brought up at a prior council meeting. He stated that any issues with employees are handled through the administration and Human Resource Department. He also said at this time there will not be a second remonstrance period added to the council meetings. It may be addressed later but there are no current plans.

No further public participation this evening.

**COUNCIL COMMUNICATION AND REPORTS**

**David Post - Environmental, Finance, Capital Improvements, Public Works**

- The Environmental Commission met on 9/6. They discussed the goals of the commission. There will be a Trail Clean-up day on 9/18. Reminded residents that Summit County ReWorks can

recycle many items that cannot be placed in the trash. They are open on Thursdays from 2:00-7:00pm.

- Capital Improvements Board is wrapped up. Thanked everyone for all their hard work on this.
- Stated the Rotary held a Scavenger Hunt which was a lot of fun. They will be hosting a 0.75k Fun Run on 10/9 at Sassy's.
- Nothing further this evening.

**Karen Labbe - Parks & Recreation, JEDI, Fitness Advisory, Twins Day, Districting**

- Stated the Parks & Recreation Commission meeting scheduled for 8/25 was cancelled.
- Stated the Rock the Park with Queen was amazing. Thanked the Parks & Recreation staff for all they do to make the concerts possible.
- JEDI met on 9/12. There is a renewed energy. They will be present at the Police & Fire Open House on 10/12 to meet the community.
- The CIC will meet on 9/15.
- Attended the Finance Committee earlier this evening.
- Nothing further this evening.

**Bill Furey – ARB, Finance, Treasury Investment, Tax Incentive, JEDI**

- JEDI met on 9/12. Stated the committee will be at the Police & Fire Open House on 10/12.
- ARB met on 9/1. Their next meeting will be 9/15 at 6:00pm.
- CIC will meet on 9/15 at 5:00pm.
- Nothing further this evening.

**Greg Bellan – Finance, Golf Advisory, Public Works, Public Safety**

- Stated the Rock the Park with Queen Tribute was great. Thanked all involved.
- Finance Committee met earlier this evening. They discussed items such as staggering the terms of the CIB member. Thanked all the members on the CIB for their hard work. The audit report came back clean this year. They also went over the half year budget.
- Golf Advisory will meet on 9/20 at 6:30pm.
- Public Works will meet on 11/8 at 6:00pm.
- Nothing further this evening.

**Daisy Walker - Charter Review/Oversight, Chamber, Community Relations, JEDI**

- Finance Committee met earlier this evening. Thanked Finance Director for her work on everything.
- JEDI met on 9/12. The Community Awareness Sub-committee is working on good things.
- Will be attending the Ribbon Cutting at Greenbrier Tea House on 9/15 at 10:00am.
- Nothing further this evening.

**Scott Barr – Planning, Public Safety, Volunteer Fireman's Board, Community Relations**

- Planning Commission will meet on 9/19 at 7:00pm and will host a Public Hearing and Work Session.
- Nothing further this evening.

**Sam Scaffide – BZA, Public Works, Public Safety**

- Will report under Mayor's Report.

**MAYOR’S REPORT:**

- Doggy Swim Last Saturday over 100 dogs participated, beautiful weather and another successful event. Thank Brandon and staff
- Rotary Scavenger Hunt last Saturday excellent success. Thank David Post and Rotary
- NOPEC letter regarding the supplier.
- Police/Fire Open House October 12th 5:30 to 8:30
- Fall Fest September 22nd
- Turkey Trot November 13th
- Luminosity November 26th
- Ribbon Cuttings
  - Altec part of Airgas Dutton Drive
  - Crossfit Saol expansion E Aurora Road
  - Badlime Promo Apparel (VMS) E Aurora Road
  - Kent State 10 year anniversary Creekside Drive
- Nothing further this evening.

**DEPARTMENT HEAD REPORTS:**

**Sarah Buccigross – Finance Director**

August 2022 Close

- Finance has closed the books for August, 2022. The August financials will be available online later this week.

2021 Audit & PAFR

- The 2021 Financial Audit has been completed and has been released by the State of Ohio. The audit is available on the Auditor of State and the City websites. The city has also published the first Popular Annual Financial Report which is also available on the City website.

2023 Appropriations

- Work continues on the 2023 budget process. Temporary Appropriations will be presented to Council in November. Capital Improvement Board has completed their annual process and their recommendations were made to Finance Committee this evening. Those recommendations will be incorporated into the 2023 Temporary Appropriations.

IT Department

- IT is completing the last portions of the access control conversion.
- Multi-factor authentication sign ups have gone well and the City is at 85% participation.
- Council Chambers technology project approved in Spring, 2021 continues and equipment choices are expected to be completed soon.

No further Department Head reports this evening.

**LEGISLATION**

**ORDINANCE 72-2022 - AN ORDINANCE AMENDING THE CURRENT YEAR APPROPRIATIONS FOR THE GENERAL REVENUE ACCOUNT AS ESTABLISHED IN ORDINANCE 15-2022, THE APPROPRIATION ORDINANCE OF THE CITY OF TWINSBURG FOR THE YEAR 2022; AND DECLARING AN EMERGENCY.**

Read by S. Collins

**MOTION: TO PLACE ORDINANCE 72-2022 ON THE THIRD AND FINAL READING AND DECLARING AN EMEGENCY**

Moved by S. Barr, seconded D. Walker

Upon roll call motion passed unanimously

**MOTION: TO ADOPT ORDINANCE 72-2022 AS AN EMERGENCY**

Moved by S. Barr, seconded G. Bellan

Upon roll call motion passed unanimously

**ORDINANCE 73-2022 - AN ORDINANCE ESTABLISHING A SPECIAL REVENUE FUND TITLED “ONEOHIO OPIOID SETTLEMENT FUND”; AND DECLARING AN EMERGENCY.**  
Read by S. Collins

**MOTION: TO PLACE ORDINANCE 73-2022 ON THE THIRD AND FINAL READING AND DECLARING AN EMEGENCY**

Moved by S. Barr, seconded S. Scaffide

Upon roll call motion passed unanimously

**MOTION: TO ADOPT ORDINANCE 73-2022 AS AN EMERGENCY**

Moved by S. Barr, seconded S. Scaffide

Upon roll call motion passed unanimously

**RESOLUTION 74-2022 - A RESOLUTION ACKNOWLEDGING COUNCIL'S RECEIPT AND REVIEW OF THE MONTHLY FINANCIAL STATEMENTS SUBMITTED BY THE FINANCE DEPARTMENT FOR APRIL, MAY AND JUNE 2022.**  
Read by S. Collins

**MOTION: TO ADOPT RESOLUTION 74-2022**

Moved by S. Barr, seconded B. Furey

Upon roll call motion passed unanimously

**ORDINANCE 75-2022 - AN ORDINANCE AMENDING SECTION 105.01 OF THE CODIFIED ORDINANCES OF THE CITY OF TWINSBURG DESCRIBING AND IDENTIFYING NEW WARDS AND BOUNDARIES IN ACCORDANCE WITH THE REPORT OF THE DISTRICTING**

COMMISSION AS REQUIRED BY SECTION 3.02 OF THE CHARTER OF THE CITY OF TWINSBURG; AND DECLARING AN EMERGENCY.

Read by S. Collins

**ORDINANCE 77-2022** - AN ORDINANCE ENACTING NEW CHAPTER 919, “ILLICIT DISCHARGE & ILLEGAL CONNECTION CONTROL” OF THE STREETS, UTILITIES, AND PUBLIC SERVICES CODE OF THE CITY OF TWINSBURG

Read by S. Collins

**RESOLUTION 81-2022** - A RESOLUTION ACCEPTING THE AMOUNT AND RATE AS DETERMINED BY THE SUMMIT COUNTY BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY FISCAL OFFICER.

Read by S. Collins

**MOTION: TO ADOPT RESOLUTION 81-2022**

Moved by S. Barr, seconded by B. Furey

Upon roll call motion passed unanimously

**RESOLUTION 82-2022** - A RESOLUTION AUTHORIZING THE ADVANCEMENT OF LOCAL TAXES FROM THE SUMMIT COUNTY FISCAL OFFICER FOR THE TAX YEAR 2022 PAYABLE IN 2023 IN ACCORDANCE WITH OHIO REVISED CODE SECTION 321.34.

Read by S. Collins

**MOTION: TO ADOPT RESOLUTION 82-2022**

Moved by S. Barr, seconded by B. Furey

Upon roll call motion passed unanimously

**ORDINANCE 83-2022** - AN ORDINANCE ESTABLISHING A “FIXED ASSET POLICY” FOR THE CITY OF TWINSBURG.

Read by S. Collins

**ORDINANCE 84-2022** - AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT AUTHORIZING THE OHIO DEPARTMENT OF TRANSPORTATION TO PERFORM BRIDGE INSPECTION PROGRAM SERVICES WITHIN THE CITY OF TWINSBURG CORPORATION LIMITS.

Read by S. Collins

**UNFINISHED BUSINESS, NEW BUSINESS, MISCELLANEOUS**

**Mr. Bellan:**

- Thanked Nate at the city’s Waste Water Treatment Plant for giving tour to the Capital Improvement.
- Nothing further this evening

**Mrs. Walker:**

- Nothing further this evening

**Mr. Furey:**

- Thanked Jennifer Betenson for her work in getting the Fitness Center's finances in order.
- Nothing further this evening

**Mr. Post:**

- Nothing further this evening.

**Karen Labbe:**

- Congratulated all who received proclamations this evening.
- Thanked Sheila Williams for her work with Kent State and Summit County Public Health.
- Stated there will be a Community Trail Clean-up on 9/18 from 10:00a-2:30p.
- Nothing further this evening.

**Mr. Scaffide:**

- Nothing further this evening

**Mr. Vazzana**

- Nothing further this evening

**Mrs. Collins**

- Nothing further this evening

**Mrs. Buccigross**

- Nothing further this evening

**Mr. Barr:**

- Nothing further this evening.

**ADJOURNMENT:**

**MOTION: TO ADJOURN THE MEETING.**

Moved by S. Barr, seconded by K. Labbe

Upon roll call motion passed unanimously

Meeting unanimously adjourned at 8:37pm.

Attest:

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Scott Barr, President of Council

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Shannon Collins, Clerk of Council