



**Caucus & Regular Council Meeting Minutes**  
**Tuesday, September 28, 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, G. Bellan, K. Labbe, 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:**

No items for discussion this evening.

**Audience Participation:**

No audience participations this evening.

**Pending Legislation:**

Ordinance 65-2021 – Mr. Scaffide stated this ordinance is to clarify Section 111.05 regarding Council Representatives, specifically as stated: *'Each Council position shall serve, if so desired, but shall not be elected to the position of President more than once in four years. Should the Vice President of Council assume the role of President due to a vacancy he/she shall not be prohibited from serving as President the following year if so elected.'* Mr. Scaffide stated this ordinance will be on its second reading tonight.

Resolution 76-2021 - Mr. Scaffide stated this resolution is to enter a MOU with Tinker's Creek Watershed Partners which is done annually. Through this partnership we help to meet the General National Pollution Discharge and Elimination System requirements (NPDES).

**Miscellaneous:**

Mrs. Walker stated she would like to discuss ways to thank our boards and commission members, potential in the form of a proclamation or similar. Council agreed and Mr. Scaffide asked that Mrs.

Walker work with Mr. Maistros to draft some guidelines and then have discussion at an upcoming meeting.

Mrs. Walker also stated that she walked the park with Mr. Clark and Mr. Turle. She stated there is some areas that need looked at. Mrs. Buccigross stated that the Service and Parks and Recreation departments are putting a plan together for the parks.

Mrs. Stauffer brought up that attendance of boards and commission members is very important. Stated that this needs to be stressed during interviews. Mr. Bellan stated that Mr. Kancler asked that council and mayor take action so that the Building Commissioner has more jurisdiction over what comes to BZA.

Mr. Furey asked the mayor when Trick or Treating will be. Mayor Yates stated Trick or Treating is always on Halloween from 6-8pm.

No further miscellaneous this evening.

Meeting adjourned at 7:17 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, G. Bellan, K. Labbe, 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. Furey bestowed the Invocation and Pledge of Allegiance.

**APPROVAL OF MINUTES:**

**MOTION: TO APPROVE THE MINUTES FROM THE REGULAR COUNCIL MEETING OF SEPTEMBER 14, 2021**

Moved by K. Labbe, seconded by D. Walker

Upon roll call motion passed unanimously

**AWARDS & PRESENTATIONS:**

No awards or presentations this evening.

**AUDIENCE PARTICIPATION:**

**Bruce Baldwin** – 3310 Cannon Road

Mr. Baldwin thanked the city worker who stopped the clearing of a lot on Depot Street. The debris is still there. Thanked Jason in the Building Department for his help with a contractor who did not have a permit. He asked if snow plow drivers have to be registered and asked if there was a sticker they would have in their windows so residents know. Mr. Baldwin asked what was the status of the land between the Old School and Post Office was, the building behind PNC bank and the Blue Top motel. He also asked about the status of fire hydrant at the corner of Depot and Rt. 14.

Mayor Yates stated that snow plow drivers are required to register with the city.

**John Karabec** –

Mr. Karabec thanked the city for the memorial and tribute to his father, former Mayor James Karabec. He thinks his dad would love that it is simple and his mother loves it.

No further public participation this evening.

**COUNCIL COMMUNICATION AND REPORTS**

**Karen Labbe - Public Safety, Golf Advisory, Volunteer Fireman's Board**

- Golf Advisory Board was unable to meet on 9/21 and stated they will be meeting in November.
- Nothing to report this evening

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

- ARB met on 9/27. The next ARB meeting will be on 10/7 at 6:00pm.
  - Case 21-09-72 2116 Enterprise Parkway, Sign-Approved as submitted
  - Case 21-09-69 8841 Merryvale Drive, Steel Gazebo- Approved as submitted
  - Case 21-09-73 9659 Chamberlin Trail, Pavilion- Approved as submitted
  - Case 21-09-74 2617 Bronsons Way, Residential Addition- Approved as submitted
- Attended the JEDI Justice & Policing sub-committee meeting on 9/27. Next Full committee meeting will be on 10/11 and the next Justice and Police subcommittee meeting will be on 10/25 where new ideas to engage the community will be discussed.
- Nothing to report this evening

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

- Attended the Finance Committee earlier this evening. Mr. Scaffide will report.
- Planning Commission met on 9/20. They discussed a lot split and parking expansion which both passed unanimously. Lynn Muter came and spoke to the commission about sustainability and the comprehensive plan. Their next meeting will be on 10/18 at 7:00pm
- Nothing further this evening

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

- Capital Improvements Board met on 9/20 for their final meeting. They came to Finance Committee tonight to make their recommendations.
- The Finance Committee met earlier and discussed the Capital Improvements recommendations, the 2020 Comprehensive Finance plan and ARPA fund recommendations. Their next meeting will be on 10/26 at 6:00pm.
- Public Works Committee will meet on 10/12 at 6:00pm to discuss the bid specs for the Refuse and Recycling contract.
- Nothing further this evening

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

- Community Relations Board met on 9/16 at Kent State Twinsburg. The library will be hosting a indoor Putt-Putt fundraiser on 10/1 for adults and 10/2 for kids.
- When the community survey results came in one of the main things that residents had an issue with was wrong information on social media. Mr. Furey stated there was information that the city could not maintain Safety Town and had spent \$300,000 on a sprayer for the golf course. There was also pictures of Stow’s Safety Town and that our law director sponsored part of it, which is not accurate. The city paid \$17,000 for a sprayer not \$300,000. There was a correction but most people will not see that. There was also an apology for inaccurate information regarding the branch pick-up. There was additional posts about the waterlines in Glenwood Acres not being taken care of. The city has replaced almost all of the waterlines with the remaining ones already being scheduled for the next two years.
- Nothing to report this evening

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

- Attended the Finance meeting earlier this evening
- Attended the JEDI Justice and Police sub-committee meeting yesterday.
- Nothing to report this evening

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

- Attended the Finance meeting earlier this evening.
- The next JEDI full committee meeting will be on 10/11.
- BZA met on 9/22 for a public hearing for cases 06-2021 which is for a 3 ft. set back and also fore case 07-2021 for a solid vinyl fence. Both passed at the regular meeting. Mr. Kancler requested that council and the mayor review what comes before the boards and make any necessary changes.
- Public Works Committee will meet on 10/12 at 6:00pm.
- Read Jennifer Betenson’s report in her absence:
  - Parks and Recreation has finished it Rock the Park Concert Season in a strong position and have already started building our 2022 season, I want to thank all of our sponsors, city council, our Service, Fire, Police departments and our administration for all of the support you gave us this year as we moved through each concert with a different level of uncertainty as the world around us was changing. Our concert series has grown, but still remains a “gem” hidden in a great community and without all of you mentioned above my team and I couldn’t have done it.
  - Our Fall and Winter events are coming up:

- Arts for All Festival coming on October 9th. Working with the Twinsburg, Nordonia and Hudson school districts, we are so excited to bring back this arts and crafts fair for children of all abilities to attend.
- Fall Festival October 30th –Working with the Twinsburg Chamber of Commerce and some amazing community business partners, the free event offers, face painting, balloon artists, big game sports area (football and adult beverages included) , popcorn, hot chocolate, candy, sweets and of course our Truck or Treat with vehicles to climb, explore and fill those candy buckets! The Twinsburg Chamber is adding one more exciting element, an Oktoberfest meal, there is a fee and registration is required. We invite everyone to come out!
- Turkey Trot 5 miler and Family Fun walk/Run November 14th – More information coming on this soon
- We officially closed our waterpark with our most popular event, the Doggie Paddle, a giant success. Pet Supplies Plus was on-site offering support and giveaways. They have been an amazing asset to our furry friends this year!
- Finally, I want to mention some projects we have coming up over the winter/Spring. It has taken me some time to familiarize myself with each park, looking at what’s been done and what we can do. As with anything we need to balance being fiscally responsible while also offering beautiful, maintained, safe, and inclusive parks for everyone.
  - Playgrounds – I am working closely with Chris Campbell and our Service department to evaluate our playgrounds, develop ideas/budgets for replacements, installation, etc...this isn’t an easy “fix” for some of these. We want to be fiscally responsible but also expand to be inclusive of all members of our community.
  - Shelters – Our Service department has been amazing in keeping these open and ready for people to be able to enjoy. Occasionally there are some repairs or items that needs to be addressed, and they get on them as soon as they can. We will continue to work together to keep these available to the community.
  - Safety Town – At the beginning of the season I realized that this needed to be a priority in our ability to offer the best programming. We have buildings, landscaping and roads that need a fresh look. I have been in contact with residents, city departments, and the leaders of communities who have safety town space, to gain insight on costs, layouts and sponsorships. I intend to use the winter to get our design plan in place, determine costs as well as reach out to and work with local businesses, national lumber companies, non-profits (such as our very own Friends of Twinsburg Parks), and our Parks and Rec Commission.
- In closing, I want you, the council and all of our community members to know that I am available to answer questions, provide information, accept suggestions about our department and the amenities we offer in this community.
- Nothing further this evening

### **MAYOR’S REPORT:**

- The city continues to have meetings with business on what their work from home structure is like to help us better plan for the revenue side.
- Per the county, Twinsburg has a 72.5% vaccination rate
- Thanked the Garden Club for all their efforts to bring a Gold Star Marker to Twinsburg to honor those who gave the ultimate sacrifice. They held a nice ceremony on Sunday to unveil the marker.

- Police and Fire will hold their Open House on Wednesday 10/6 at 5:30pm.
- Trick or Treating will be held on Halloween, 10/31 from 6-8pm.
- Nothing further this evening

### **DEPARTMENT HEAD REPORTS:**

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

##### **September 2021 Income Tax Revenues**

- September 2021 Income tax receipts total **\$1,723,238.71** compared to September 2020 receipts in the amount of **\$1,586,090.71**. This reflects an increase of **8.65%** or **\$137,148.00** compared to last year.
- YTD 2021 Income tax receipts total **\$17,616,891.44** compared to YTD 2020 receipts in the amount of **\$16,549,826.46**. This reflects an increase of **6.45%** or **\$1,067,064.98** compared to last year.
- YTD 2021 Income tax receipts total **\$17,616,891.44** compared to YTD 2019 receipts in the amount of **\$18,120,547.37**. This reflects a decrease of **2.78%** or **\$503,655.93** compared to 2019.
- Refunds in the amount of **\$49,295.67** are included in the September collections.
- The net change in distribution for this month for individual, net profit and withholder collectively is: **\$205,346.83**.

##### **August 2021 Close**

- Finance has finished up the close of the August books. The financial reports are posted online.

##### **COVID Relief**

- Potential uses of the recently received American Rescue Plan Act funding was presented at Finance Committee this evening.

##### **Electronic Sewer Billing**

- The implementation of an online sewer billing system is complete. The system is available to the public on [mytwinsburg.com/billing](http://mytwinsburg.com/billing). 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. Marketing of the online option will continue this fall. Use of the new system is going well and \$49,051.86 has been collected as of this morning.

##### **2020 Comprehensive Annual Financial Report and Single Audit Results/Financial Health Indicators**

- The State of Ohio Auditor's Office has released the audits for the City and for the Community Improvement Corporation. They are available on the Auditor's website <https://ohioauditor.gov/auditsearch/Search.aspx> as well as the City's website <https://www.mytwinsburg.com/155/Finance-Department>.
- The updated Financial Health indicators have also been posted to the City's website and are also available on the State's website here: <https://ohioauditor.gov/FHI/FHISearch/Search>.

##### **2022 Appropriations**

- The 2022 Temporary Appropriations process will continue this Fall. Capital Improvement Board presented their recommendations to Finance Committee this evening for the City's 2022 Capital & Infrastructure Program. Operating and Revenue budgeting is in process and will be presented to Council in November. Income tax collection changes will impact 2022 revenue forecasting.

##### **Information Technology**

- The following projects are in progress:
  - Proceeding with update on City-Wide Controls Equipment & Programming
  - Proceeding with Council Chambers Technology Upgrade – Specs in Progress

- October is Cyber Security Awareness Month
- Website Training for Departments is ongoing
- Exploring Training Options

No further Department Head reports this evening.

**LEGISLATION**

**ORDINANCE 65-2021 - AN ORDINANCE AMENDING CHAPTER 111 OF THE CODIFIED ORDINANCES OF THE CITY OF TWINSBURG REGARDING COUNCIL**

Read by S. Collins

**RESOLUTION 76-2021 - A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH TINKER'S CREEK WATERSHED PARTNERS, INC.**

Read by S. Collins

**MOTION: TO ADOPT RESOLUTION 76-2021**

Moved by S. Scaffide, seconded by B. Furey

Upon roll call motion passed unanimously

**UNFINISHED BUSINESS, NEW BUSINESS, MISCELLANEOUS**

**Mr. Barr:**

- Nothing further this evening

**Mr. Bellan:**

- Thanked the Capital Improvements Board for all their hard work again this year.
- Nothing further this evening

**Mrs. Stauffer:**

- Nothing further this evening

**Mr. Furey:**

- Nothing further this evening

**Mrs. Walker:**

- Nothing further this evening

**Karen Labbe:**

- Stated she will be attending a meeting with the Mayor and Whispering Woods homeowners
- Nothing further this evening

**Mr. Scaffide:**

- Stated the next Council meeting will be 10/12 with Caucus at 7:00pm and Council at 7:30pm.
- Nothing further this evening

**Mayor Yates:**

- Nothing further this evening

**Mr. Maistros**

- Nothing further this evening

**Mrs. Collins**

- Nothing further this evening

**Mrs. Buccigross**

- Nothing further this evening

**ADJOURNMENT:**

Meeting unanimously adjourned at 8:09pm.

Attest:

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Sam Scaffide  
President of Council

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Shannon Collins  
Clerk of Council