



**Caucus & Regular Council Meeting Minutes**  
**Tuesday, October 26, 2021**  
**7:00 p.m.**

**CAUCUS:**

The caucus meeting was called to order at 7:01 pm.

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

**ABSENT:**

**ALSO PRESENT:** Ted Yates, Mayor  
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 79-2021 – Mr. Scaffide stated this ordinance is to memorialize the Title 6 written policy required for Federal funding passed through ODOT. The city through ODOT local let program, administers federally funded projects for both design and construction. The Engineering and Law Departments completed the written policy dated February of 2019 and by passing this it will be part of the city's permanent record. This will be read for the first time this evening.

Ordinance 84-2021 – Mr. Scaffide stated this ordinance pertains to the code section for the Architectural Review Board. Proposed changes include some housekeeping items such as, aligning when board members are appointed, clarifying a quorum and rights of the applicant if the full board is not present, and states the board shall only consider the exterior design features.

Mr. Scaffide continued the other proposed change in this section of the code is determining what would go to the board and what can be approved by the Building Department. This section of the current code was approved in 1987 and states that any project over the cost of \$2,500 shall go to the board for

approval. The proposed change allows for a percentage of square footage vs. a dollar amount. It reads, *'Any application and plans for construction, enlargement, alteration or repair of any building or other structure in the Municipality in which the total square footage impacted is less than twenty-five percent (25%) of the existing square footage of the structure may be reviewed and determined by the Building Commissioner.'* This will be on its first reading this evening.

**Miscellaneous:**

No further miscellaneous this evening.

**MOTION:** To enter into an executive session to discuss matters pursuant to Ohio Revised Code § 121.22(g) (1) (4): Personnel & Negotiations

Moved by B. Furey, seconded by G. Bellan

Upon roll call motion passed unanimously

Meeting reconvened and Mr. Scaffide stated they talked about personnel and negotiations.

Meeting adjourned at 7:29 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, M. Stauffer, K. Labbe, and B. Furey

**ABSENT:**

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

**INVOCATION & PLEDGE OF ALLEGIANCE:**

Mrs. Labbe bestowed the Invocation and Pledge of Allegiance.

**APPROVAL OF MINUTES:**

**MOTION: TO APPROVE THE MINUTES FROM THE REGULAR COUNCIL MEETING OF OCTOBER 12, 2021**

Moved by G. Bellan seconded by D. Walker

Upon roll call motion passed unanimously

**AWARDS & PRESENTATIONS:**

Jose Delgado from NOPEC came along with Caitlin Albright and Courtney Freoffs to present the city with their Green Ribbon Award. Per Ms. Albright, this award is given to a community that has proven its efforts to create a green community. There was 14 communities who entered but the City of Twinsburg's window and doors project stood out to the judges for many reasons. The plans are dynamic based on changing technology and needs, the community was involved in the plans but most of all because the city had a clear understanding of the environmental, economic and social aspects. Thanked the mayor and Lynn Muter for her work on the project. The city was presented with the award as well as a check for \$2,500 to put towards more energy efficient projects.

The mayor thanked NOPEC for the award and stated the city is grateful for the award and the projects they have been able to do.

No further awards or presentations this evening.

**AUDIENCE PARTICIPATION:**

Bob Thewes – 2229 Demi Drive

Mr. Thewes spoke about the different branches of the government and what each branch does on the local level. He stated that he believes the mayor has overstepped his role and council should address this. Any changes to the A&M contract should have to go back to council for approval.

Bruce Baldwin – 3310 Cannon Road

Mr. Baldwin spoke about the status of Ravenna Road between E. Idlewood and Glenwood is in need of repairs. He also asked if the hydrant on 91 near Wilcox school has been fixed yet. The Blue Top lawn is about 14 inches high and needs taken care of.

Mayor Yates stated he appreciates Mr. Thewes' comments. He said there are different areas of the golf course that are excluded from the lease with the Burntwood group. The food and beverage operations have all been turned over to them. The city does not want to be in the rental business for the pavilion at the course. The mayor stated that the course has made \$1.2 million this year.

Mr. Bellan addressed Mr. Thewes comments from last week about the golf on its own. Mr. Bellan reached out to Mr. Mineard who runs the golf end at the course who stated the current senior round is \$29.50 a round and around 30 players in the Mr. Thewes' group. He stated when their group was not their all those tee times were filled with players paying between \$29.50-44.00 per round. There was no loss of revenue.

Mr. Furey stated that there are ways to make a banquet happen at the end of the season. You can factor the fee into each week or keep rain outs to cover the cost of the banquet.

Mr. Scaffide addressed Mr. Baldwin's comments on Ravenna Road and stated that the City Engineer has applied for funds for this section of this road and should be getting done either next year or 2023. In the meantime the Service Department is taking care of patching.

Mr. Scaffide and Mr. Bellan addressed the hydrant and stated that Chief Morgan addressed this at the last meeting and stated it is on the list for Cleveland Water to fix. Mr. Bellan stated there is water access across the street.

Mayor Yates stated that as far as the Blue Top the city is looking to get it torn down.

No further public participation this evening.

### **COUNCIL COMMUNICATION AND REPORTS**

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

- ARB met on 10/7 and heard the following cases.
  - Case 21-08-64 9036 Church Street, Residential Addition- Approved as Noted
  - Case 21-10-75 9044 Cross Street, Residential Addition- Approved as Noted
  - Case 21-10-76 2019 Trailwood, Residential Addition- Approved as Noted
- ARB also met on 10/21 for the following cases:
  - Case 21-10-77 8950 Dutton Drive-CG Thermal Signage-
  - Case 21-10-78 2651 E. Aurora Road-(Variance requested)Twinsburg Family Medicine Signage-
  - Case 21-10-79 9433 Chamberlin Road-Detached Barn Build-
- JEDI full committee met on 10/11. The next Justice & Policing sub-committee meeting is 11/22.
- Congratulated Mrs. Buccigross on her Auditor of State award.
- Nothing further this evening

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

- Congratulated Sarah Buccigross and her staff on the Auditor of State award and Mr. Maistros and Mrs. Collins the 4 Start Rating for the Sunshine Law
- Nothing to report this evening

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

- Commended Community Focus for the work they do for our community and schools.
- Stated there are many street lights that have been out. The police department is working on an audit of all street lights which will then be communicated to Ohio Edison to get repaired.
- The Boy Scouts will be offering leaf raking for senior citizens and veterans. If you are interested, contact Ss. Cosmas & Damian Church at 330-425-8141.
- Discussed the statement of cash, the gas aggregate pricing and also mentioned the Free Community Thanksgiving Dinner on Tuesday, November 23<sup>rd</sup> at the Community Center.
- Nothing to report this evening

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

- The next JEDI full committee meeting will be on 11/8.
- BZA hosted a special meeting on 10/13 to hear Appeal 08-2021 which was passed unanimously. Their meeting on 10/27 was cancelled due to lack of agenda items. The next meeting will be on 11/24 at 6:30pm.

**MOTION: TO WAIVE THE 30 DAYS FOR APPEAL #08-2021.**

Moved by G. Bellan seconded by B. Furey

Upon roll call motion passed unanimously

- Nothing further this evening

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

- Attended the JEDI Justice & Policing sub-committee meeting on 10/25.
- The next Parks & Recreation meeting is 10/28
- Attended the Finance Committee meeting earlier this evening.
- Nothing to report this evening

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

- Planning Commission met on 11/1.
- Attended the Finance Committee meeting earlier this evening, which Mr. Scaffide will report on.
- Nothing further this evening

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

- The Finance Committee met earlier this evening.
  - Discussed the ARPA funds and uses. Finance Committee made a motion for legislation to be drawn up and forward to all of council.
    - In 2021 \$987,593 was received and the same amount will be received next year. Items that were discussed was \$25,000 for improvements to Safety Town, \$385,000 for Dooridge Waterlines project, \$577,593 for revenue replacement.
    - For next year most of the money will be for road repair program, 5% of total money for premium pay for full time employees that are here as of 11/1 would get \$1,500.
  - The next thing discussed was the 2020 budget. Mr. Barr gave this portion of the report. For this year
    - Healthcare costs are down 29% which is about \$635,000
    - Income Tax is up 7%, but is down 2% from pre-pandemic levels
    - Golf Course operating revenues are up 106% of budgeted revenues
    - Fitness Center had a low subsidy of \$22,000
    - Congratulated Finance Dept. on the Auditor of State Award and also Law Director and Clerk for the 4 Star Sunshine Law award.
- Nothing further this evening

**MAYOR'S REPORT:**

- The mayor stated that the city is going to recommend that Shelia Williams remain the city representative to Summit County Public Health. Council agreed.
- Fall Festival coming up this weekend. Kids area, sports bar and food.
- Attended the Chiari and Syringomyelia Foundation dinner. It is always a great event and this year's theme was 'Thanking Essential Workers'. Commended Cathy Poznik for her work on this event.

- Stated he is on the Kent State Board and there was a slight decline in enrollment, looking to work with business on training for the skills that are needed.
- Still working with local business to see what the income tax outlook is.
- Commended Sarah Buccigross and her team for the Auditor of State award. We received the highest rating and there are only eight (8) communities/counties who received this award in the state.
- Nothing further this evening

### **DEPARTMENT HEAD REPORTS:**

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

##### **Comprehensive Plan**

- This year's plan is focusing on sustainability. This has been a topic for some time in Twinsburg and we have been working to improve this. The committee has met seven times so far. Thanked everyone on the committee for their involvement with the process. There was a field trip so committee members could see the different areas.
  - Local groups have done a great job in the city.
    - Christ the King church has a wonderful pollinator garden
  - Working on sustainability policies and procedures
    - Establishing a greenhouse gas baseline. Take how we do things and estimate how this effects the atmosphere. This way we can look back down the road and see if we have made a difference.
    - Will be recommending ideas to council after the committee has approved the draft.
- Working with local businesses on what their work from home looks like
- Have had a number of business retention and expansion meetings.

##### **CIC**

- Currently working with mayor and law director to see how the relationship between the city and redevelopment area will look.

Mr. Scaffide asked about the building on the corner of Chamberlin and SR82. Mr. Finch stated the building is 2/3 occupied already.

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

##### **October 2021 Income Tax Revenues**

- October 2021 Income tax receipts total \$2,256,489.87 compared to October 2020 receipts in the amount of \$1,939,085.21. This reflects an increase of 16.37% or \$317,404.66 compared to last year.
- YTD 2021 Income tax receipts total \$19,873,381.31 compared to YTD 2020 receipts in the amount of \$18,488,911.67. This reflects an increase of 7.49% or \$1,384,469.64 compared to last year.
- YTD 2021 Income tax receipts total \$19,873,381.31 compared to YTD 2019 receipts in the amount of \$20,244,156.71. This reflects a decrease of 1.83% or \$370,775.40 compared to 2019.
- Refunds in the amount of \$607.43 are included in the October collections.
- The net change in distribution for this month for individual, net profit and withholder collectively is: \$266,356.87.

##### **September 2021 Close**

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

### COVID Relief

- Updated potential uses of the recently received American Rescue Plan Act funding was presented at Finance Committee this evening. Uses for the 2022 distribution was also presented.

### Electronic Sewer Billing

- The implementation of an online sewer billing system is complete. The system is available to the public on [mytwinsburg.com/billing](https://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 \$64,085.29 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 has continued this Fall. Capital Improvement Board presented their recommendations to Finance Committee this evening for the City's 2022 Capital & Infrastructure Program in September. Operating and Revenue budgeting is in process and will be presented to Council in November. Income tax collection changes will impact 2022 revenue forecasting.

### VIP Training

- Finance has offered training sessions to all departments for the City's accounting software, VIP. Departments use VIP to monitor their budgets, enter requisitions, approve payments, etc. Several departments has already completed the training and more sessions are being held this week and next week.

### 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
- Proceeding with Electronic Sign for City Hall – Vendor Selection in Progress
- October is Cyber Security Awareness Month
- City Hall in the lead for training completion
- Website Training for Departments is ongoing
- Exploring Training Options
- Site Survey for Gleneagles Underway for Cable lines (Currently on DSL)

No further Department Head reports this evening.

**LEGISLATION**

**ORDINANCE 79-2021 - AN ORDINANCE ESTABLISHING A POLICY REGARDING STANDARD OPERATING PROCEDURES FOR THE IMPLEMENTATION OF TITLE VI NON-DISCRIMINATION POLICY**

Read by S. Collins

**ORDINANCE 84-2021 - AN ORDINANCE AMENDING CHAPTER 1321 OF THE CODIFIED ORDINANCES OF THE CITY OF TWINSBURG REGARDING ENFORCEMENT; ARCHITECTURAL REVIEW BOARD**

Read by S. Collins

**UNFINISHED BUSINESS, NEW BUSINESS, MISCELLANEOUS**

**Mr. Barr:**

- Nothing further this evening

**Mr. Bellan:**

- Wishes everyone a safe and Happy Halloween.
- Reminded everyone to get out and vote on Tuesday, November 2<sup>nd</sup>. Thanked all the poll workers.
- Nothing further this evening

**Mrs. Stauffer:**

- Congratulated Larry Finch and his team on the NOPEC grant.
- Nothing further this evening

**Mr. Furey:**

- Congratulated the High School Girls Soccer team on their win. Stated they are a great team to watch.
- Nothing further this evening

**Mrs. Walker:**

- Nothing further this evening

**Karen Labbe:**

- Nothing further this evening

**Mr. Scaffide:**

- Stated the next council meeting is 11/9
- Nothing further this evening

**Mayor Yates:**

- Nothing further this evening

**Mr. Maistros**

- Not in attendance this evening



**Mrs. Collins**

- Nothing further this evening

**Mrs. Buccigross**

- Nothing further this evening

**ADJOURNMENT:**

Meeting unanimously adjourned at 8:28pm.

Attest:

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Sam Scaffide  
President of Council

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Shannon Collins  
Clerk of Council