



**Caucus & Regular Council Meeting Minutes
Tuesday, November 9 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, M. Stauffer, K. Labbe, 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 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.

Resolution 85-2021 - Mr. Scaffide stated this resolution is our acknowledgement of the finance reports from July, August and September. We recognized these reports in resolution form on a quarterly basis.

Resolution 86-2021 – Mr. Scaffide this resolution is for a conditional use for a personal training studio in an I-2 zoning district, which was unanimously passed by Planning Commission at their 11/1 meeting. Rebourne Fitness Personal Training is located at 1893 E. Aurora Road. Their commission stated that the applicant shall establish appropriate sign and striped van accessible parking space. This will be on an emergency tonight to allow the applicant to move forward with plans in a timely manner.

Resolution 87-2021 – Mr. Scaffide this resolution is a Memorandum of Understanding with the Firefighters Local 3630. The proposed MOU is to establish a compensation path for recently hired firefighters and in turn lock in annual wage adjustments for 2023 & 2024 at 2%. The MOU will also recognize all national holidays in the contract.

Miscellaneous:

Mr. Bellan discussed updating the council board and commission chart in council rules to include the JEDI committee. After discussion it was decided to add JEDI to the Group A category and to also remove the part stating 'The council president shall have no Group A assignments'. Mr. Maistros will prepare the changes for next meeting.

Mr. Furey asked if the city had a contact with Ohio Edison that we can address all the street light outages with. Mayor Yates stated Mr. Campbell will be reporting on this later this evening.

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 S. Scaffide, 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 7:30 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
David Maistros, Law Director
Sarah Buccigross, Finance Director
Shannon Collins, Clerk of Council
Mark Gutowski, Senior Communications Administrator

INVOCATION & PLEDGE OF ALLEGIANCE:

Mayor Yates bestowed the Invocation and Pledge of Allegiance.

APPROVAL OF MINUTES:

MOTION: TO APPROVE THE MINUTES FROM THE REGULAR COUNCIL MEETING OF OCTOBER 26, 2021

Moved by G. Bellan seconded by D. Walker

Upon roll call motion passed unanimously

AWARDS & PRESENTATIONS:

Tom Queen from Congressman David Joyce's office attended to present flags that have flown over the Capital Building in DC to Mr. Barr, Mr. Bellan, Mrs. Labbe, Mr. Post, Mrs. Stauffer and Mrs. Walker.

No further awards or presentations this evening.

AUDIENCE PARTICIPATION:

Bruce Baldwin – 3310 Cannon Road

Mr. Baldwin spoke about the where Cannon Road ends into SR82. He stated it is hard to see to make a left turn. Worried someone is going to get hurt. Thanked the city for getting the branches picked up.

No further public participation this evening.

COUNCIL COMMUNICATION AND REPORTS

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

- ARB met on 11/4 and heard the following cases.
 - Case 21-11-80 10735 Ravenna Road-Twinsburg Pharmacy Signage- Approved as Submitted
 - Case 21-11-81 9314 Hellen Lane-Deck with Shed Style Roof- Tabled
- JEDI full committee met on 11/8. The next Justice & Policing sub-committee meeting is 11/22.
- Nothing further this evening

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

- Attended the Planning Commission meeting on 11/1. Mr. Barr will report.
- Discussed the statement of cash, the gas aggregate pricing in a PowerPoint and urged residents to do research to make sure they are getting the best rate as pricing is going up.
- Nothing to report this evening

Scott Barr – Finance, Public Safety, Planning

- Thanked Mr. Furey for the information on the gas bill.
- Planning Commission met on 11/1. Thanked Mr. Furey for covering this meeting for him. The discussion was about the Conditional Use which is before council this evening. Planning Commission passed it. Next meeting is 12/13.
- Thanked all who volunteered for the elections and congratulations to the winners.
- Nothing further this evening

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

- Attended the JEDI full committee meeting on 11/9. Mrs. Stauffer reported on.
- Attended the Parks & Recreation meeting on 10/28. Items discussed include Sharonbrook picnic area, sign on Hickory Trail and reminding residents to keep their dogs on leashes and to clean up after them. Thanked Mr. Campbell for his help.
- Nothing to report this evening

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

- Thanked all who voted and those who supported him. Special thanks to all the poll workers.
- Attended the Diwali event and stated it was a fantastic fireworks display.
- Attended the JEDI full committee meeting on 11/9. The next JEDI full committee meeting will be on 12/13 at 6:00pm.
- BZA's next meeting will be on 11/24 at 6:30pm.
- Nothing further this evening

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

- Thanked the voters who came out to the polls.
- Stated she observed Mrs. Stauffer's compassion to a resident who had some car troubles and wanted to thank her and recognize her for always caring about others.
- Attended the Family Fall Fest. Thanked Jennifer and her staff along with the Police & Fire Departments.
- Stated the Diwali event was fabulous.
- Stated the next Golf Advisory Board meeting will be 11/16 at 6:30pm.
- Thanked the Congressman for the flag that was flown over the Capitol.
- Nothing to report this evening

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

- Congratulated all of council on the election.

MOTION: FOR THE CITY TO GO OUT TO BID FOR THE REFUSE & RECYCLING CONTRACT.

Moved by S. Scaffide, seconded by D. Walker

Mr. Scaffide stated that the motion needs to be considered now so that the timing of any required notifications in the current contract can take place if needed. He stated his motion is not driven by the service provided but feels it is council's fiduciary responsibility to go out to bid since the current contract has already been extended and if they do it again they will be with them for 13 years. Stated we need to see what other options are out there.

Mrs. Walker stated she believes Waste Management is doing a good job but thinks the city needs to compare what is out there.

Mr. Bellan stated he agrees with the fiduciary responsibility to the residents and he will not be supporting this because of that. He does not believe at this time with supply chain issues, issues with getting people to work and the pandemic is not over therefore does not feel now is a good time to do this.

Mr. Furey clarified that if you vote yes we will go to bid, if you vote no it is to not go to bid. Mr. Scaffide confirmed this.

Mrs. Labbe stated that now is not the time to do this with the personnel issues in the country.

Mr. Scaffide stated he hasn't always agree with the city's timing on things but there is only a window of opportunity at the end of the contract and that time is now.

Mr. Barr's initial reaction when this was discussed a while back was to go out to bid and look at all the options. He stated he is torn because we owe it to the residents to go out to bid but is concerned going out to bid today.

Mr. Scaffide stated that we bid out anything over \$50,000 and we have a \$1.4 million contract that we haven't bid for 10 years because an extension is an option in the contract. He stated we have a fiduciary responsibility.

Mrs. Stauffer stated that Waste Management has provided good service and residents are happy. If we go out to bid we run the risk of paying more. She stated the cost of everything is going up and we might not get the level of service we currently have.

Upon roll call motion failed 3-4.

- Thanked all the Veteran's for their service.
- Nothing further this evening

MAYOR'S REPORT:

- Fall Festival was a great event and well attended. Thanked Service, Police and Fire for bringing their vehicles.
- Turkey Trot 5 mile will be 11/14.
- The city received the NOPEC Green Ribbon Award.
- Also attended the Diwali festivities.
- Thanked Tom Queen from Congressman David Joyce's office for the flags for council and also Mrs. Walker for working with him.
- Thanked the voters and congratulated the winners of all elections. Thanked Mr. Rall and Mr. Walker for running for the school board. Congratulated the four council representatives who all ran unopposed. Swearing in will take place on 12/1 at 6:00pm in Council Chambers.
- Thanked all the Veteran's for their service.
- Nothing further this evening

DEPARTMENT HEAD REPORTS:

Thomas Mason – Police Chief

Monthly Police & Fire Calls

- Total calls for service - 2,414
- Total for the year – 24,692

Monthly Arrests/Citations Reporting

- Total Counts: 106
- Total Arrested/Cited: 62
- Theft – Catalytic Converter 2
- Aggravated Possession of Drugs 4
- Possession of Drugs 12
- Disorderly conduct 2
- Domestic violence 2
- Indecent Exposure / Public Indecency 2
- Driving under suspension or without a valid license 7
- Operating a vehicle under the influence of alcohol and/or drugs 14
- Other drug related offenses 2
- Endangering Children 1
- Warrants served 3
- Vandalism 0
- Possessing Criminal Tools 2
- Criminal Damage or Endangering 0
- Open container in a public place 5
- Other Theft Offenses 0
- Breaking and Entering 0
- Total written warnings given 41
- Parking citations 3
- Remaining charges were various other criminal or traffic related charges

Monthly Traffic Crashes

- Injury crashes 7

- Private property 4
- Fatal 0
- Non injury 19
- Total Investigated Traffic Crashes 30

Miscellaneous Information

- Moving along with the hiring and promotional processes

Tim Morgan – Fire Chief

Call Volume

- The fire department ran a total of 292 calls this October, for the year that is 2739 calls, which up 13% compared to last year. Nearly 32% overlap with other calls.

Fire Prevention

- Inspected 63 locations and 6 fire investigations.

Training

- There were 10 hours of Public Education totally over 1,000 personal contacts
- Department logged 111 training events which was approximately 484 hours of training.

Notable Events:

- Open House – Once again we had a great crowd at the event. TFD wants to thank all those who came out to visit, showed their support, and thanked us for our service, it was truly gratifying.

Points of Interest:

Weather Warning Sirens

- November's monthly test of the system was conducted on the 6th. Most sites functioned properly. The unit at Liberty & Post did not function at all, the unit at Liberty & Cannon did not have afunctional indicator strobe.

Facilities

- All Carpets cleaned and disinfected
- All tile floors were cleaned and grout was sealed
- All composite floors were stripped and waxed
- Ducts at Station #1 were cleaned

Fleet

- Engine 1 has been out of service for several weeks due to sensor issues with the emissions system, parts are on order
- Aerial and Ladder Testing schedule is still pending

COVID 19 Operations

- Still maintaining adequate PPE supply. Chief Morgan and Bosso regularly participating in conference calls with Summit County agencies.
- To date, 6 employees with positive Covid tests (3 part time, 3 fulltime)
- To date, 9 employees have been quarantined for periods of time due to positive tests within their households or other significant exposures.

Projects in Process

- Improvements to the Alerting System at both Stations.

Current Staffing (as of 11/1/21)

- Currently reviewing the files of candidates, conduction interviews and background checks for Full and Part Time positions

- 33 Fulltime
- 11 Part-time (1 on extended Leave)
- 1 Fulltime Executive Assistant
- 0 Part-time Secretary (Laid-off)

NPDES:

- Nothing to report.

Community Relations and Special Projects:

- Nothing to report

Chris Campbell – Public Works Director

- Road Maintenance
 - Oct 8th / Nov 8th Totals – Patched 3 Pot Holes, Used .125 tons of Asphalt Cold Patch
 - Season Totals – Patched 1164 Holes, Used 43.055 Tons of Asphalt/Cold Patch
- Animal Control
 - Crews removed 3 dead animals from the streets.
 - Total Animals Removed from Roadways to Date - 60
 - We will continue to work with A & S Animal Control for trapping etc.
- Storm Area Checks
 - The collection areas were cleaned once in October, with the removal of approximately 25 Lbs. of debris.
 - Totals to date – 10 checks performed, 375 Lbs. of debris removed.
- Micro turbine
 - The Wastewater department’s micro turbine continues to run well
- Branch Chipping
 - Performed 1 round in October, dumped 108 Yds. Of chips, serviced 354 homes with a 5.47% participation.
 - Performed 1 round in November, dumped 83.5 Yds. Of chips, serviced 121 homes, 1.87% participation.
 - Totals to date; Serviced 4272 homes, dumped 1428 yds. Of chips, 8.25% participation in the program.
 - Chipping Program is now complete for the year
- Leaf Program
 - Performed 4 rounds of Leaf pick. Started program on 10/18 and will run continuous through December weather permitting
 - Completed 1155 Homes, Dumped 368 Yds. Of Leaves, 4.46 % participation in the program
- Crack sealing Program
 - Year to Date Totals – Sealed 62,400 linear feet of cracks
 - Crack sealing program has been postponed until spring.
- Street Sweeping
 - Street Sweeping has been completed for the year.
- Delineators – Monitoring and repairing as needed at all of the railroad crossings.
- Storm System
 - Installed Catch Basin at 3451 Cannon Rd due to erosion
 - Installed 12 new utility poles at Glen Chamberlin Park for future light and electrical upgrades

- Removed silt and debris from the following Outfalls. 6141 Dutton Dr, 2099 Moreland Dr, and Idlewood Park next to 9833 E Idlewood Dr.
- Misc.
 - Continued with the hydrant painting program, Northern Summit hills, Glenwood Acres sub divisions. Nantucket area And Glenwood Dr 200 hydrants plug hugged, primed and painted.
 - Delivered 13 sets of Recycle and Trash Carts per resident requests.
 - Installed new concrete steps at three locations at the Amphitheater.

Sarah Buccigross – Finance Director

October 2021 Income Tax Revenues

- Beginning year end processes.
- Completing the training cycles in the departments.
- October books will be closed soon.
- Finance committee will start at 5:30pm with a representative who will present the mock-up of the Ohio Checkbook page if the city wishes to participate.

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

MOTION: TO ADOPT RESOLUTION 79-2021

Moved by S. Scaffide, seconded by D. Walker

Upon roll call motion passed unanimously

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

RESOLUTION 85-2021 - A RESOLUTION ACKNOWLEDGING COUNCIL'S RECEIPT AND REVIEW OF THE MONTHLY FINANCIAL STATEMENTS SUBMITTED BY THE FINANCE DEPARTMENT FOR JULY, AUGUST AND SEPTEMBER 2021

Read by S. Collins

MOTION: TO ADOPT RESOLUTION 85-2021

Moved by S. Scaffide, seconded by B. Furey

Upon roll call motion passed unanimously

RESOLUTION 86-2021 - A RESOLUTION AUTHORIZING A CONDITIONAL USE PERMIT FOR REBOURNE FITNESS PERSONAL TRAINING STUDIO FOR PARCEL NUMBER 64-06420 LOCATED AT 1893 E. AURORA ROAD, TWINSBURG, OHIO, AS RECOMMENDED BY THE PLANNING COMMISSION; AND DECLARING AN EMERGENCY

Read by S. Collins

MOTION: TO ADOPT RESOLUTION 86-2021

Moved by S. Scaffide, seconded by B. Furey

Upon roll call motion passed unanimously

RESOLUTION 87-2021 - A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH INTERNATIONAL ASSOCIATION OF FIREFIGHTERS (IAFF) LOCAL 3630

Read by S. Collins

MOTION: TO ADOPT RESOLUTION 87-2021

Moved by S. Scaffide, seconded by M. Stauffer

Upon roll call motion passed unanimously

UNFINISHED BUSINESS, NEW BUSINESS, MISCELLANEOUS

Mr. Barr:

- Thanked all the voters who came out and exercised their right to vote.
- State he will not be at the next council meeting.
- Wished Mrs. Stauffer well on her next chapter and thanked her for her dedication to the city.
- Nothing further this evening

Karen Labbe:

- Nothing further this evening

Mrs. Stauffer:

- Congratulated everyone on the elections.
- Nothing further this evening

Mr. Bellan:

- Thanked all the voters who came out and exercised their right to vote.

MOTION: TO ASK THE LAW DIRECTOR TO ADD THE JEDI COMMITTEE TO SECTION 111 AND ALSO STRIKEOUT THE PART ABOUT COUNCIL PRESIDENT NOT SERVING ON THE ANY GROUP A COMMITTEES AND REMOVE COMPENSATION COMMITTEE.

Moved by G. Bellan, seconded by D. Walker

Upon roll call motion passed unanimously

- Asked if the city can do anything about the railroad tracks on Glenwood. He understands they are being looked at next year but would like to see if something temporary can be done. Mayor Yates stated he will look into this.
- Thanked the Police Department and the members of CERT for the work on Halloween to keep everyone safe.
- Wished everyone a Happy Veteran's Day.
- Nothing further this evening

Mrs. Walker:

- Nothing further this evening

Mr. Furey:

- Wished everyone a Happy Veteran's Day and a Happy 246th Birthday to the Marine Corp.
- Congratulated everyone on the election.
- Stated it's been six weeks since any inaccurate info on Facebook.
- Mrs. Buccigross made the front of the Bulletin.
- Nothing further this evening

Mr. Scaffide:

- Stated the next council meeting is 11/23 at 7:00pm. There will be Finance Committee meeting at 5:30pm that same evening.
- Nothing further this evening

Mayor Yates:

- Nothing further this evening

Mr. Maistros

- Nothing further this evening

Mrs. Collins

- Wished our veterans a Happy Veteran's Day.
- Nothing further this evening

Mrs. Buccigross

- Nothing further this evening

ADJOURNMENT:

Meeting unanimously adjourned at 8:39pm.

Attest:

Sam Scaffide
President of Council

Shannon Collins
Clerk of Council