

# MINUTES REGULAR COUNCIL MEETING

7:11 p.m.

November 5, 2024

Pursuant to Codified Ordinance Chapter 107 and ORC Section 121.22, notice of the following meeting was given on November 1, 2024.

## ROLL CALL

**Council Members Present:** Garry, Kary, Merhar, Sievers, Tomaselli, Anderson and Carr

**Others Present:** Law Director Lucas, Service Director Palmisano, City Engineer Lannon, Fire Chief Ungar, Police Chief Schultz, Chief Building & Zoning Inspector Keller, Parks & Recreation Director Keller, Finance Director Hoffman, Clerk Novak

The meeting was led in Prayer and Pledge of Allegiance by Councilman Garry.

## Sunshine Law Training Designee

Motion made and seconded to appoint Alisa Novak as the Sunshine Law Training Designee.

Roll Call      7 yes  
                    0 no

Motion carried 7 to 0

## Approval of Minutes

Motion made by Mr. Merhar and seconded by Mr. Anderson to approve the Regular Council Meeting Minutes of October 15, 2024.

Roll Call      7 yes  
                    0 no

Motion carried 7 to 0

## STANDING AND REGULAR COMMITTEE REPORTS

Committee of Full, Mr. Carr – No report

Economic Development Committee, Mr. Anderson – No report.

Environmental Planning Committee, Mr. Kary – Reported the committee met earlier this evening to discuss EAS #11-8-24 and recommended passage by Council.

Finance and Audit Committee, Mr. Tomaselli – No report.

Parks & Recreation Committee, Ms. Sievers – No report.

Personnel Committee, Mr. Anderson – No report.

Safety Committee, Mr. Tomaselli – Reported there was a committee meeting this evening with Robyn Wolf from Bowen to discuss the planning of the new Police Station.

**Service Committee, Dan Anderson** – Reported he met recently with Rich Palmisano, Tim Lannon, John Crislip and Tim McLaughlin to look at projects that have been completed and projects that need to be done. He would like to discuss storm sewer projects at an upcoming meeting. Mr. Lannon stated he'll have a better understanding what's left in the fund after the Nason Basin to Vine Street storm sewer project bids, which is estimated between \$5 and \$6 million with a \$5 million grant.

**WPCC Committee, Mr. Garry** – No report.

**Planning Commission, Mr. Kary** – No report.

**CORRESPONDENCE:** No correspondence.

**PUBLIC PORTION:** No one spoke.

**Motion made by Mr. Tomaselli and seconded by Mr. Merhar that all ordinances and resolutions be read by caption only and that as to legislation not containing an emergency clause, the rules requiring that ordinances and resolutions be read on three separate days be waived.**

Roll Call      7 yes  
                    0 no

Motion carried 7 to 0

**NEW BUSINESS:**

**RESOLUTION NO. 2024-109**

**A resolution approving EAS #11-8-24 for the renovation and construction of an addition to the existing building located at 37733 Euclid Avenue (Willoughby Police Station).**

Motion made by Mr. Kary and seconded by Mr. Merhar that the rules of Council requiring three separate readings be suspended and that Resolution No. 2024-109 be declared an emergency measure.

Roll Call      7 yes  
                    0 no

Motion carried 7 to 0

**RESOLUTION NO. 2024-110**

**A resolution authorizing the Mayor to enter into a Memorandum of Agreement with the Auditor of the State of Ohio and Zupka & Associates for the audit of the City of Willoughby for Fiscal Years January 1, 2024 through December 31, 2028, and declaring an emergency.**

Motion made by Mr. Tomaselli and seconded by Mr. Kary that the rules of Council requiring three separate readings be suspended and that Resolution No. 2024-110 be declared an emergency measure.

Roll Call      7 yes  
                    0 no

Motion carried 7 to 0

Motion made by Mr. Tomaselli and seconded by Mr. Kary to adopt Resolution No. 2024-110.

Roll Call      7 yes  
                  0 no

Motion carried 7 to 0

**RESOLUTION NO. 2024-111**

**A resolution authorizing the Mayor to enter into a Memorandum of Agreement with the Auditor of the State of Ohio and Zupka & Associates for the audit of the City of Willoughby Landfill for Fiscal Years January 1, 2024 through December 31, 2028, and declaring an emergency.**

Motion made by Mr. Tomaselli and seconded by Mr. Garry that the rules of Council requiring three separate readings be suspended and that Resolution No. 2024-111 be declared an emergency measure.

Roll Call      7 yes  
                  0 no

Motion carried 7 to 0

Motion made by Mr. Tomaselli and seconded by Mr. Garry to adopt Resolution No. 2024-111.

Roll Call      7 yes  
                  0 no

Motion carried 7 to 0

**RESOLUTION NO. 2024-112**

**A resolution authorizing the Mayor to enter into a contract with The Standard Insurance Company to provide Dental Insurance coverage for the employees of the City of Willoughby and the Willoughby Municipal Court, effective December 1, 2024, and declaring an emergency.**

Motion made by Mr. Anderson and seconded by Ms. Sievers that the rules of Council requiring three separate readings be suspended and that Resolution No. 2024-112 be declared an emergency measure.

Roll Call      7 yes  
                  0 no

Motion carried 7 to 0

Motion made by Mr. Anderson and seconded by Ms. Sievers to adopt Resolution No. 2024-112.

Roll Call      7 yes  
                  0 no

Motion carried 7 to 0

**RESOLUTION NO. 2024-113**

**A resolution authorizing the Mayor to accept a grant through the Ohio Department of Natural Resources (ODNR), to provide financial assistance for the design and construction of the "Magic Mile Trail" Project, and declaring an emergency.**

Motion made by Ms. Sievers and seconded by Mr. Garry that the rules of Council requiring three separate readings be suspended and that Resolution No. 2024-113 be declared an emergency measure.

Roll Call     7 yes  
                  0 no

Motion carried 7 to 0

Motion made by Ms. Sievers and seconded by Mr. Garry to adopt Resolution No. 2024-113.

Roll Call     7 yes  
                  0 no

Motion carried 7 to 0

**RESOLUTION NO. 2024-114**

**A resolution authorizing the Mayor to accept a grant through the Ohio Department of Natural Resources (ODNR), to provide financial assistance for the design and construction of the “Chagrin River Trail” Project, and declaring an emergency.**

Motion made by Mr. Tomaselli and seconded by Ms. Sievers that the rules of Council requiring three separate readings be suspended and that Resolution No. 2024-114 be declared an emergency measure.

Roll Call     7 yes  
                  0 no

Motion carried 7 to 0

Motion made by Mr. Tomaselli and seconded by Ms. Sievers to adopt Resolution No. 2024-114.

Roll Call     7 yes  
                  0 no

Motion carried 7 to 0

**RESOLUTION NO. 2024-115**

**A resolution authorizing the Mayor to request proposals from qualified design-build restoration teams (contractors) to complete the final design and construction for the Chagrin River Floodplain Restoration and Trail Connection Project, and declaring an emergency.**

Motion made by Mr. Anderson and seconded by Mr. Merhar that the rules of Council requiring three separate readings be suspended and that Resolution No. 2024-115 be declared an emergency measure.

Roll Call     7 yes  
                  0 no

Motion carried 7 to 0

Motion made by Mr. Anderson and seconded by Mr. Merhar to adopt Resolution No. 2024-115.

Roll Call     7 yes  
                  0 no

Motion carried 7 to 0

**RESOLUTION NO. 2024-116**

**A resolution authorizing the Mayor to enter into an agreement with SmithGroup, Inc. in the amount of \$69,000 to provide development of construction drawings and bidding for the Osborne Park Construction Phase 1, and declaring an emergency.**

Motion made by Ms. Sievers and seconded by Mr. Kary that the rules of Council requiring three separate readings be suspended and that Resolution No. 2024-116 be declared an emergency measure.

Roll Call      7 yes  
                    0 no

Motion carried 7 to 0

Motion made by Ms. Sievers and seconded by Mr. Kary to adopt Resolution No. 2024-116.

Roll Call      7 yes  
                    0 no

Motion carried 7 to 0

**RESOLUTION NO. 2024-117**

**A resolution authorizing the Mayor to distribute Requests for Qualifications and Proposals for construction services necessary to the Osborne Park Erosion Control and Redevelopment Project Phase 1, and declaring an emergency.**

Motion made by Mr. Anderson and seconded by Ms. Sievers that the rules of Council requiring three separate readings be suspended and that Resolution No. 2024-117 be declared an emergency measure.

Roll Call      7 yes  
                    0 no

Motion carried 7 to 0

Motion made by Mr. Anderson and seconded by Ms. Sievers to adopt Resolution No. 2024-117.

Roll Call      7 yes  
                    0 no

Motion carried 7 to 0

**RESOLUTION NO. 2024-118**

**A resolution authorizing an expenditure in an amount not to exceed \$62,330.50 for the purchase of one (1) 2024 Chevrolet Tahoe 4WD Vehicle through the State of Ohio Cooperative Purchasing Program; said vehicle for use by the Willoughby Fire Department, and declaring an emergency.**

Motion made by Mr. Gary and seconded by Mr. Tomaselli that the rules of Council requiring three separate readings be suspended and that Resolution No. 2024-118 be declared an emergency measure.

Roll Call      7 yes  
                    0 no

Motion carried 7 to 0

Motion made by Mr. Garry and seconded by Mr. Tomaselli to adopt Resolution No. 2024-118.

Roll Call      7 yes  
                  0 no

Motion carried 7 to 0

**RESOLUTION NO. 2024-119**

**A resolution authorizing the Mayor to oversee the preparation of plans and specifications and to advertise for bids for the Willoughby Police Station Construction Project, and declaring an emergency.**

Motion made by Mr. Anderson and seconded by Mr. Tomaselli that the rules of Council requiring three separate readings be suspended and that Resolution No. 2024-119 be declared an emergency measure.

Roll Call      7 yes  
                  0 no

Motion carried 7 to 0

Motion made by Mr. Anderson and seconded by Mr. Tomaselli to adopt Resolution No. 2024-119.

Roll Call      7 yes  
                  0 no

Motion carried 7 to 0

**MAYOR’S REPORT – Absent.**

**DIRECTOR’S REPORTS**

**Law Director Lucas** – No report. Mr. Kary asked if there was any progress with the Residential Income District (RID) for the Conti property on Hodgson Road. Mr. Lucas stated he will check on it and get back to him.

**Service Director Palmisano** – No report. Ms. Sievers stated she received a voicemail from a resident on North Tioga complimenting Service Director Palmisano and City Engineer Lannon for improving the drain and road work near her home. She is extremely grateful for the work done.

**City Engineer Lannon** – Reported bids for the River Street Slope Stabilization and Watermain were opened last Friday. Bids came in better than expected with the low bidder being Fabrizi who is the same contractor for the SOM Center sidewalks. Legislation will be before Council at the next meeting for that project.

**Fire Chief Ungar** – Chief Ungar thanked Council for the passage of Resolution No. 2024-118.

**Police Chief Schultz** – Chief Schultz thanked Council for the passage of Resolution Nos. 2024-109 and 2024-119. He congratulated Chief Ungar on winning the recent baseball game between the Fire Department and Police Department.

**Chief Building and Zoning Inspector Keller** – No report.

**Parks & Recreation Director Keller** – Ms. Keller thanked Council for the passage of resolutions pertaining to her department.

**Finance Director Hoffman** – Ms. Hoffman thanked Council for the passage of the two resolutions pertaining to her department.

**COUNCILMEN REPORTS**

**Ms. Sievers** – No report.

**Mr. Kary** – No report.

**Mr. Tomaselli** – No report.

**Mr. Merhar** – No report.

**Mr. Garry** – No report.

**Mr. Anderson** – No report.

**Mr. Carr** – No report.

*The Regular Council Meeting adjourned at 7:31 p.m.*

Date approved 11/19/24



Robert E. Carr, President



Clerk of Council



Robert A. Fiala, Mayor