

---

## Regular Council Meeting Minutes of July 13, 2023

---

The Regular Council Meeting was called to order on Thursday, July 13, 2023 at 7:00 p.m. in Council Chambers. **Council President Hallum** presided.

**Call to Order 7:00 p.m. (Audio: 0:05)**

**Cell Phone Reminder to Turn off Devices**

**Pledge of Allegiance (Audio: 0:22)**

### **ROLL CALL (Audio: 0:44)**

**Members Present:** Council President Chris Hallum, Councilman Joe Jarmuszkiewicz, Council Vice President Michael Kline, Councilman Dan Knecht, Councilwoman Vicki Miller, and Councilwoman Tanya Taylor Draper

**Also Present:** Law Director Michael C. Lucas, City Engineer Pietro A. DiFranco, Finance Director Bruce Scott

**Absent:** Mayor Andy Gardner, Councilwoman Julie Belich

**Motion** made by **Councilwoman Taylor Draper** seconded by **Councilman Knecht** to excuse Councilwoman Belich from tonight's meeting.

### **Discussion on the Motion:**

**Council President Hallum** stated **Councilwoman Belich** followed correct protocol.

**Roll Call:** **AYES:** Hallum, Jarmuszkiewicz, Kline, Knecht, Miller, and Taylor Draper

**NAYS:** None

**Vote:** 6/0

**Motion carries** to excuse **Councilwoman Belich** from tonight's meeting.

### **DISPOSITION OF THE JOURNAL (Audio: 1:53)**

**Motion** made by **Council Vice President Kline** seconded by **Councilwoman Miller** to adopt the minutes of the June 22, 2023 Regular Council Meeting.

### **Discussion on the Motion:**

None.

**Roll Call:**     **AYES: Hallum, Jarmuszkiewicz, Kline, Knecht, Miller, and Taylor Draper**  
                  **NAYS: None**  
                  **Vote: 6/0**

**Motion carries** to adopt the meeting minutes of the June 22, 2023 Regular Council Meeting.

**COUNCIL CORRESPONDENCE AND MISCELLANEOUS REPORTS (Audio: 2:37)**

07/11/2023 email from Gloria Majeski Re: WH Seniors Inc. Comprehensive Plan  
07/11/2023 email from Michelle Peters Fwd: Tax Incentive Review Council (TIRC)  
07/10/2023 email from Gloria Majeski Re: Lake County Senior Levy Funds  
07/10/2023 email from Pietro DiFranco Re: Code Enforcement Report - 3/1/23 - 6/30/23  
07/07/2023 email from Pietro DiFranco Re: Work Order Report - Service Dept - 3/1/23-6/30/23  
07/07/2023 email from Michael C. Lucas Re: Ordinance re Master Plan  
07/07/2023 email from Michael C. Lucas Re: Ordinance No 2023-36  
07/06/2023 email from pc-abr Re: WH PCABR Meeting 7/20/23 THURSDAY -- 7:00 PM  
07/05/2023 email from Pietro DiFranco Re: Permit Report - May-June 2023  
07/05/2023 email from pc-abr RE: Phone Message  
07/03/2023 email from Joe Jarmus Re: Tax Incentive Review Council  
07/03/2023 email from pc-abr Sheetz  
06/30/2023 email from Stephanie Kellner Re: Adopted Legislation - Willoughby Hills | June  
06/30/2023 email from Ohio Environmental Protection Agency Updates Ohio EPA Discontinues  
Statewide Air Quality Advisory Air Quality Advisory  
06/30/2023 email from Michael C. Lucas Re: New Legislation | ORD 2023-036  
06/29/2023 email from pc-abr Re: WH PCABR 7/6/23  
06/29/2023 email from Willoughby Hills Recreation Dept. Re: Safety Town Itineray  
06/29/2023 email from Stephanie Kellner Re: Adopted Legislation - Willoughby Hills | June  
06/29/2023 email from Nero Stephanie Re: Retirement announcement  
06/29/2023 email from Michael C. Lucas RE: New Legislation | ORD 2023-036  
06/28/2023 email from Willoughby Hills Finance Dept. AREA B SEWER ASSESSMENTS  
06/28/2023 email from Ohio Environmental Protection Agency Updates Re: Statewide Air Quality  
Advisory  
06/27/2023 email from Luke DuRell (Jira) Re: INC-139439 Evolve Help Ticket  
06/27/2023 email from Mike Kline Re: Council Meeting Minutes | June 22  
06/27/2023 email from Julie Belich Re: Quote from Exterior Revival Pressure Washing - Jun 27, 2023  
06/26/2023 email from Vicki Miller Re: Request for Senior Room Sign In System from Lake County  
Commissioners  
06/26/2023 email from Naegele, Matthew RE: Renewal of Liquor Licenses: BP No. 82194800025 & 7  
Eleven No. 6431645  
06/23/2023 email from Pietro DiFranco RE: Renewal of Liquor Licenses: BP No. 82194800025 & 7  
Eleven No. 6431645  
06/23/2023 email from [LiquorLicensingMailUnit@com.ohio.gov](mailto:LiquorLicensingMailUnit@com.ohio.gov) Automatic reply: Permit No.  
82194800025 and Permit No. 6431645  
06/23/2023 email from Pietro DiFranco RE: Files  
06/23/2023 email from Karen Mehollin FW: Compensation Ordinances  
06/22/2023 email from Domain postMaster address [Postmaster] Messages on hold for  
[council@willoughbyhills-oh.gov](mailto:council@willoughbyhills-oh.gov)  
06/21/2023 email from Data Collection Re: Record Request  
06/21/2023 email from Michael C. Lucas RE: New Legislation ORD 2023-035 | 2024 Police Vehicle  
Request  
06/21/2023 email from Alyssa.Login@epa.ohio.gov City of Willoughby Hills MS4 Program - NOV -  
3GQ00068

06/21/2023 email from Julie Belich Re: Request for Senior Room Sign In System from Lake County Commissioners

06/21/2023 email from Vicki Miller Re: Request for Senior Room Sign In System from Lake County Commissioners

06/21/2023 email from Pietro DiFranco RE: Record Request - Building Permits - Willoughby Hills

06/21/2023 email from Data Collection Re: Record Request

### **PUBLIC PORTION #1 (Audio: 3:11)**

**An opportunity for the public to address Council concerning anything pertaining to tonight's agenda.**

Public Portion #1 opened at 7:03 p.m.

Jenna Bing, 36951 Beech Hills Drive, Willoughby Hills, OH 44094 stated after listening to the Working Committee of Council meeting, her understanding is non-union employees will receive the same raises as the union employees. She would like to know when the Fire and Police agreements will be finalized?

Public Portion #1 closed at 7:03 p.m.

### **MAYOR'S REPORT**

The Mayor was not in attendance.

### **LAW DIRECTOR'S REPORT (Audio: 3:57)**

**Law Director Lucas** had no report. Mr. Lucas noted that the financial document (Compensation Schedule A) provided by the Assistant Finance Director and included at tonight's meeting was revised, and the document is not showing the current numbers.

#### **Questions/comments following Law Director's Report:**

**Council President Hallum** stated he had asked the Assistant Finance Director for a comparative schedule, but that he must have pulled an older version. He went on to say that the part-time Finance Director number is incorrect.

**Law Director Lucas** stated the updated and correct Compensation Schedule A is attached to the Ordinance.

**Councilman Jarmuszkiewicz** asked for clarification regarding the Part-time Finance Director line item?

**Law Director Lucas** stated the Part-time Finance Director is referring to Frank Brichacek.

**Councilman Jarmuszkiewicz** asked why the current Finance Director, Bruce Scott, was not listed?

**Council President Hallum** stated because Mr. Scott was recently hired, he is not included on the list.

### **FINANCE DIRECTOR'S REPORT (Audio: 8:47)**

**Finance Director Scott** wanted to make a correction to his statement on Monday when he mentioned that all of the raises were currently in the budget. After delving deeper, he found that not everything is included, and can be discussed further when addressing the Ordinance. Mr. Scott also stated he completed June's report right before the meeting, and he hopes to upload the reports to the website tomorrow. He will be submitting a new Ordinance for the next meeting, but will be unable to attend the

Working Committee of Council meeting on Monday. It is pertaining to erroneous payments received from the City of Willoughby that were meant for Lake County. These payments (approximately \$6,700) need to be refunded and sent to the proper agency.

**Questions/comments following Finance Director's Report:**

None.

**CITY ENGINEER'S REPORT (Audio: 10:40)**

**City Engineer DiFranco** stated the Part-time Zoning Inspector, Josh Siegel, has given his notice of resignation. Mr. Siegel has found an opportunity that he could not pass up. The department is sad to see him go. The City is looking for a new Part-time Zoning Inspector.

**Questions/comments following City Engineer's Report:**

**Councilman Jarmuszkiewicz** asked if there is a problem with the Zoning Inspector pay range?

**Council President Hallum** stated he had spoken with Mr. Siegel, and that he was happy with the city, but took a new full time position with more flexibility.

**Councilwoman Taylor Draper** asked if the resignation was effective immediately?

**City Engineer DiFranco** stated Mr. Siegel will remain on in limited capacity for a few weeks, and that an ad has been placed for a new inspector.

**Council President Hallum** asked for referrals from those listening.

**BOARDS & COMMISSIONS REPORTS / COMMITTEE REPORTS (Audio 12:33)**

**PC-ABR reported by Councilwoman Taylor Draper**

**Councilwoman Taylor Draper** reported:

- Planning & Zoning Commission Architectural Board of Review had no new business, so the July 6 meeting was canceled. The next session is scheduled for July 20.
- No new update on the SOM Center project.

**Questions/comments:**

None.

**Beautification Committee reported by Councilwoman Taylor Draper**

**Councilwoman Taylor Draper** reported:

- The irrigation system was successfully installed last week
- A plan has been put together for mulch and flowers at the front entrance of City Hall
- Upon the Mayor's return, they will discuss window washing
- The Committee would like to take care of a few issues at the Community Center, and then turn focus to other areas of the city

**Councilwoman Taylor Draper** also stated the fencing is up at the new Sheetz site on Chardon Road, and it is active.

**Questions/comments:**

None.

**Councilwoman Taylor Draper** stated the Willoughby Hills Senior Board has provided Council with a comprehensive plan as well as a letter they would like to send to the Lake County Commissioners. If anyone has any comments or suggestions, please let her know, and she will pass it along. The Senior Board is asking the Commissioners for a myseniorcenter.com system. This system will allow for tracking and provide data and a better understanding of how the City can support the needs of our seniors. Also included is more information about the application process for the 2024 Senior Tax Levy fund.

**Questions/comments:**

None.

**Recreation Commission reported by Councilman Jarmuszkiewicz**

**Councilman Jarmuszkiewicz** reported:

- Safety Town will start next week
- The Recreation Commission has been busy planning the Music Fest and the SignUp Genius is up online if you would like to volunteer for a time slot
- The Commission is still looking for additional members to help with planning and preparation of events. Contact City Hall for more information.
- Baseball and softball seasons finished up last week. The girls team took first place.

**Questions/comments:**

**Councilwoman Taylor Draper** added that there would be local talent at the Music Fest, and urged residents to come out to support their neighbors.

**Finance Committee Report by Council Vice President Kline**

No report.

**WHISPER reported by Councilwoman Miller**

**Councilwoman Miller** met with Law Director Lucas and went over some fine points with the program and Ordinance. The program is looking for volunteers for the summer months. She stated it is difficult to get the necessary two volunteers together at the same time. She urged interested volunteers to fill out an application available on the City's website.

**Questions/comments:**

**Councilman Jarmuszkiewicz** asked if background checks for volunteers were paid for by the City?

**Councilwoman Miller** responded yes.

**Council President Hallum** asked if background checks were required for minors?

**Law Director Lucas** stated there is a provision in the Ordinance which states that background checks will not be conducted for volunteers under the age of 18.

**Deer Management Committee reported by Councilwoman Belich**

No report.

**Questions/comments:**

None.

**Business Subcommittee – reported by Council Vice President Kline**

No report.

**UNFINISHED BUSINESS (Audio: 19:07)**

No unfinished business to report.

**LEGISLATION (Audio: 19:11)**

**ORDINANCE 2023-036 – FIRST READING**

**AN ORDINANCE ESTABLISHING THE COMPENSATION AS OF JANUARY 1, 2023 FOR NON-UNION CITY EMPLOYEES NOT COVERED BY ANY COLLECTIVE BARGAINING AGREEMENT WITH THE CITY, REPEALING CONFLICTING LEGISLATION, AND DECLARING AN EMERGENCY.**

**Council President Hallum** stated this will remain on First Reading.

**ORDINANCE 2023-037 – FIRST READING**

**AN ORDINANCE APPROVING AND ADOPTING THE FEBRUARY 2023 MASTER PLAN FOR COMPREHENSIVE LAND USE FOR THE CITY OF WILLOUGHBY HILLS, OHIO.**

**Council President Hallum** stated this will remain on First Reading.

**NEW BUSINESS (Audio: 19:47)**

Motion was made by **Councilman Jarmuszkiewicz** seconded by **Councilwoman Miller** to declare Music Fest in Willoughby Hills a public purpose on August 19, 2023.

**Discussion on the Motion:**

None.

**Roll Call:**     **AYES:** Hallum, Jarmuszkiewicz, Kline, Knecht, Miller, and Taylor Draper  
                  **NAYS:** None  
                  **Vote:** 6/0

**Motion carries** to declare Music Fest in Willoughby Hills a public purpose on August 19, 2023.

Motion was made by **Councilman Knecht** seconded by **Councilwoman Miller** to declare a Roland Digital Piano Model HP-3-MH, approximately 20 years old, as surplus in order to list on the open market.

**Discussion on the Motion:**

None.

**Roll Call:**     **AYES:** Hallum, Jarmuszkiewicz, Kline, Knecht, Miller, and Taylor Draper  
                  **NAYS:** None  
                  **Vote:** 6/0

**Motion carries** to declare a Roland Digital Piano Model HP-3-MH, approximately 20 years old, as surplus in order to list on the open market.

Motion was made by **Councilwoman Miller** seconded by **Councilwoman Taylor Draper** to reject or request a hearing for the Sky Market Inc. DBA BP, 2481 SOM Center Road, Willoughby Hills, OH 44094, TRFO (transfer of ownership) from Nirankar Group Inc, DBA 7 Eleven 36229, 2481 SOM Center Road, Willoughby Hills, OH 44094; liquor license application.

**Discussion on the Motion:**

**Council President Hallum** noted the Council Clerk had followed protocol by contacting city officials for sign off prior to submitting to Council.

**Roll Call:** **AYES:** Hallum, Jarmuszkiewicz, Kline, Knecht, Miller, and Taylor Draper  
**NAYS:** None  
**Vote:** 6/0

**Motion carries** to reject or request a hearing for the Sky Market Inc. DBA BP, 2481 SOM Center Road, Willoughby Hills, OH 44094, TRFO (transfer of ownership) from Nirankar Group Inc, DBA 7 Eleven 36229, 2481 SOM Center Road, Willoughby Hills, OH 44094; liquor license application.

Motion was made by **Councilman Jarmuszkiewicz** seconded by **Councilwoman Taylor Draper** to confirm the Mayor's appointments of himself and Finance Director Bruce Scott to the Tax Incentive Review Council.

**Discussion on the Motion:**

None.

**Roll Call:** **AYES:** Hallum, Jarmuszkiewicz, Kline, Knecht, Miller, and Taylor Draper  
**NAYS:** None  
**Vote:** 6/0

**Motion carries** to confirm the Mayor's appointments of himself and Finance Director Bruce Scott to the Tax Incentive Review Council.

**PUBLIC PORTION #2 (Audio: 23:40)**

**An opportunity for the public to address Council with any comments, issues or concerns.**

Public Portion #2 opened at 7:23 p.m.

Jenna Bing, 36951 Beech Hills Drive, Willoughby Hills, OH 44094 felt it was a very interesting discussion at Monday's meeting regarding 24-hour businesses that sell food, i.e., Sheetz. Ms. Bing stated she has spoken to this issues multiple times prior to approval of this type of business being built. She feels there are potential security issues that will impact the ability of our police to do their normal business as they may be taken away from those responsibilities. She stated she felt very rebuffed by Council in her prior concerns. Ms. Bing stated she hopes Council will discuss these concerns with Sheetz as it could impact their business model. She feels that Council has not listened to residents. She also voiced concern over Airbnbs in the community, and questioned if they are considered businesses. Ms. Bing would like to see enforcement of current legislation.

Public Portion #2 closed at 7:26 p.m.

**Questions/comments following Public Portion #2:**

None.

**FOR THE GOOD OF THE ORDER/FOR THE GOOD OF THE COMMUNITY**

**(Audio: 26:44)**

Councilwoman Miller expressed condolences to the family of longtime resident Irene Mascaro on her passing.

**ADJOURNMENT (Audio: 27:11)**

Motion made by Councilwoman Taylor Draper, seconded by Councilwoman Miller to adjourn the meeting.

**Discussion on the Motion:**

None.

Roll Call: **AYES:** Hallum, Jarmuszkiewicz, Kline, Knecht, Miller, and Taylor Draper  
**NAYS:** None  
**Vote:** 6/0

The meeting was adjourned at 7:27 p.m.

APPROVED: JULY 27, 2023  
Date

  
Michael Kline  
President of Council Pro Tem

ATTEST:   
Laura O'Donnell  
Clerk of Council