

# City of Willoughby Hills

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## Regular Council Meeting Minutes of October 26, 2023

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The Regular Council Meeting was called to order on Thursday, October 26, 2023 at 7:00 p.m. in Council Chambers. **Council President Hallum** presided.

**Call to Order 7:00 p.m. (Audio: 0:07)**

**Cell Phone Reminder to Turn off Devices**

***Pledge of Allegiance (Audio: 0:11)***

### **ROLL CALL (Audio: 0:33)**

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

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

### **DISPOSITION OF THE JOURNAL (Audio: 0:55)**

**Motion** made by **Council Vice President Kline** seconded by **Councilwoman Miller** to approve the minutes of the October 12, 2023 Special Meeting of Council.

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

None.

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

**NAYS:** None

**Vote:** 7/0

**Motion carries** to approve the meeting minutes of the October 12, 2023 Special Meeting of Council.

### **COUNCIL CORRESPONDENCE AND MISCELLANEOUS REPORTS (Audio: 1:37)**

10/24/2023 Email from Finance Dir RE: MEM -2023 Oct 21 - Request Approv to Accept OH BWC Grant  
10/24/23 Email from Karen Mehollin W.H.I.S.P.E.R. Leaf Raking...Help?  
10/23/2023 Email from Stephanie E. Landgraf CRA - Willo Hills  
10/23/2023 Email from Stephanie E. Landgraf RE: CRA Documents  
10/23/2023 Email from Semik, Debbie Flock  
10/21/2023 Email from Katherine D. Lloyd Fw: WH PCABR Meeting 11/2/23 Thursday at 7:00 PM  
10/21/2023 Email from Mayor Gardner Fw: MEMO-2023 Oct 21 -Req for Decl of Surplus Emerg Lights  
10/21/2023 Email from Mayor Gardner Fw: MEMO-2023 Oct 21-Request for Approv to Accept OH BWC  
10/21/2023 Email from Michael C. Lucas Re: RITA HB 33 Model Language  
10/18/2023 Email from Radachy, David FW: Climate Action Planning Community Engagement Process  
10/17/2023 Email from Michael C. Lucas Re: Trex Transfer

10/17/2023 Email from Stephanie E. Landgraf RE: CRA Documents #3  
10/16/2023 Email from Fred Crow Re: ORD 2023-052 MOU Between Local 436 City of Willoughby Hills  
10/16/2023 Email from Gloria Majeski Re: Organizational Chart  
10/16/2023 Email from Finance Director FW: Flock Safety | 5yr Renewal Option  
10/16/2023 Email from Gloria Majeski Senior Tax Levy Application - Revised copy  
10/13/2023 Email from Willoughby Hills Finance Dept. RE: Codification for the City of Willoughby Hills  
10/13/2023 Email from Gloria Majeski Re: Senior Levy Meeting  
10/13/2023 Email from Stephanie E. Landgraf RE: CRA Documents #3  
10/13/2023 Email from Willoughby Hills Council Community Center Spreadsheet | Task Force Meeting  
10/13/2023 Email from Karen Mehollin Senior Levy Meeting  
10/13/2023 Email from Laurie.Scarmuzzi@dot.ohio.gov RE: PID 113000 LAK-006-04.61 Prelim Consent Legislation  
10/13/2023 Email from Pietro DiFranco RE: ORD 2023-053  
10/12/2023 Email from Joanne Majeski FW: WHISPER Program  
10/12/2023 Email from Pietro DiFranco No Proposals for 10/19/2023 PCABR  
10/12/2023 Email from Mayor Gardner Fw: NAC report 10-12-23  
10/12/2023 Email from Mayor Gardner Fw: vacation extension  
10/12/2023 Email from websiteadministrator@omca.us Ohio Municipal Clerks Association Forum Thread  
10/11/2023 Email from Michael C. Lucas Summary CBAs  
10/11/2023 Email from Thomas Lobe Re: Regular Council Meeting | Agenda  
10/11/2023 Email from Geoffrey.Westerfield@dnr.ohio.gov Municipal Leader Wildlife Conference

### **PUBLIC PORTION #1 (Audio: 2:00)**

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

Public Portion #1 opened at 7:02 p.m.

No one spoke.

Public Portion #1 closed at 7:02 p.m.

### **MAYOR'S REPORT (Audio: 2:22)**

**Mayor Gardner reported:**

- Thanked all who volunteered at the Halloween party. Fun was had by all. The Mayor thanked the Recreation Commission for all of their hard work and creativity.
- Shred Day is a week from Saturday (November 4 at City Hall from 9AM – 12PM).
- From the Service Department: The Pickleball courts will close for the season on November 1. Pavillions and restrooms will also be closed and winterized.
- Thank you to John and Carol Lillich who hosted a nature walk last Saturday through the Hach Otis Nature Preserve.
- The News Herald had a nice article reporting on our new fire engine project in the editorial section of last Sunday's paper. One of the lines from the article mentioned how the resident's should feel confident their tax dollars were well spent in the funding of this project. Thanks to Chief Gandee and the Fire Department for the hours spent on the design and follow through. Thanks also to Council and Finance Director Scott for his work in retaining a low percentage rate of 2.34%.

- Thanks to Communications Supervisor Mehollin and Finance Director Scott for their work on the Senior Center Grant. The Mayor supports the program, but wants to be sure the City budget can support the request. He encouraged all groups involved to work together for completion of the grant submission.

#### **LAW DIRECTOR'S REPORT (Audio: 6:03)**

No report.

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

None.

#### **FINANCE DIRECTOR'S REPORT (Audio: 6:07)**

No report.

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

**Councilman Jarmuszkiewicz** asked when a preliminary draft of next year's budget would be available?

**Finance Director Scott** replied that his goal is to have a temporary appropriation, and a final budget, at the next Regular Meeting of Council with the hopes the temporary appropriation can be disregarded.

**Mayor Gardner** interjected that he anticipates a Special Meeting of Council will be necessary due to the Thanksgiving Holiday.

#### **CITY ENGINEER'S REPORT (Audio: 8:11)**

No report.

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

None.

#### **BOARDS & COMMISSIONS REPORTS / COMMITTEE REPORTS (Audio 8:22)**

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

**Councilwoman Taylor Draper** reported:

- Planning & Zoning Commission Architectural Board of Review did not meet on October 19. There was no business.

##### **Beautification Committee reported by Councilwoman Taylor Draper**

No report.

##### **Recreation Commission reported by Councilman Jarmuszkiewicz**

**Councilman Jarmuszkiewicz** reported:

- Flag football league is coming to an end this Saturday. It was a good season and Councilman Jarmuszkiewicz even coached a team.
- The Halloween party was a success and thanked all of the volunteers who showed up to help. We received many compliments.
- Discussions are still on-going with the Commission to convert an existing tennis court into a dual-use Pickleball court; He is hoping to get approval to proceed.

- The Recreation Commission is looking for new members. We are shorthanded and would appreciate anyone willing to lend a hand in helping with events and programs. It's a good way to get out, meet new people and give back to the community.

**Questions/comments:**

**Council President Hallum** thanked all who helped with the Halloween party and commented on how nice and well attended it was.

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

No report.

**WHISPER reported by Councilwoman Miller**

**Councilwoman Miller** reported that there are three leaf raking volunteer opportunities coming up on November 12. Volunteers will meet at City Hall at 9:30 a.m., then divide into three teams. Contact City Hall if you are interested in helping out. The rain out date for this event is November 18.

**Deer Management Committee reported by Councilwoman Belich**

No report.

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

No report.

**UNFINISHED BUSINESS (Audio: 11:33)**

None.

**LEGISLATION:**

**ORDINANCE 2023-050 – SECOND READING**

**AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF WILLOUGHBY HILLS AND THE OHIO PATROLMEN'S BENEVOLENT ASSOCIATION-DISPATCHERS, AND DECLARING AN EMERGENCY.**

Motion made by **Councilman Jarmuszkiewicz**, seconded by **Councilwoman Belich** to waive the Three Readings on Ordinance 2023-050.

**Discussion on the Motion:**

**Councilman Jarmuszkiewicz** stated he received a copy of the agreement and has had time to review it, and feels it is well done and negotiated.

**Council President Hallum** thanked the Mayor, Administration and Union for working together and the hours put into negotiations.

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

**NAYS: None**

**Vote: 7/0**

**Motion carries** to waive the Three Readings on Ordinance 2023-050.

Motion made by **Councilman Jarmuszkiewicz**, seconded by **Councilwoman Belich** to adopt Ordinance 2023-050.

**Discussion on the Motion:**

**Council Vice President Kline** wanted to also thank Finance Director Scott for his analysis which helped get a better understanding of past, current and future impacts on the budget.

**Roll Call:** AYES: Hallum, Jarmuszkiewicz, Kline, Knecht, Miller, Taylor Draper, Belich  
NAYS: None  
Vote: 7/0

**Motion carries** to adopt Ordinance 2023-050.

**ORDINANCE 2023-051 – SECOND READING**

**AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF WILLOUGHBY HILLS AND THE OHIO PATROLMEN’S BENEVOLENT ASSOCIATION, AND DECLARING AN EMERGENCY.**

Motion made by **Councilman Jarmuszkiewicz**, seconded by **Councilman Knecht** to waive the Three Readings on Ordinance 2023-051.

**Discussion on the Motion:**

**Councilman Jarmuszkiewicz** stated he feels this agreement follows the same guidelines as what was just discussed with the Dispatchers’ Ordinance.

**Roll Call:** AYES: Hallum, Jarmuszkiewicz, Kline, Knecht, Miller, Taylor Draper, Belich  
NAYS: None  
Vote: 7/0

**Motion carries** to waive the Three Readings on Ordinance 2023-051.

Motion made by **Councilman Jarmuszkiewicz**, seconded by **Councilman Knecht** to adopt Ordinance 2023-051.

**Roll Call:** AYES: Hallum, Jarmuszkiewicz, Kline, Knecht, Miller, Taylor Draper, Belich  
NAYS: None  
Vote: 7/0

**Motion carries** to adopt Ordinance 2023-051.

**Mayor Gardner** thanked Council for passing Ordinances 2023-050 and 2023-051. He feels it is important to close the wage gaps comparatively speaking to other nearby cities. He stated the competition for employees is very tough right now. The Law Director is still working with the Sergeants’ Union and should have the negotiations complete by the next Regular Council Meeting. Lastly, the passing of these Ordinances allows the Police Chief to advertise any openings at the more attractive, higher pay rate.

**RESOLUTION 2023-017 – THIRD READING**

**A RESOLUTION APPROVING THE PRELIMINARY PLAT FOR WEST PINES SUBDIVISION, A SINGLE FAMILY RESIDENTIAL SUBDIVISION LOCATED ON S.O.M CENTER ROAD, WILLOUGHBY HILLS, OHIO.**

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

**NEW BUSINESS (Audio: 17:37)**

Motion made by **Councilwoman Miller**, seconded by **Councilman Jarmuszkiewicz** to accept the Firefighter Exposure to Environmental Elements Grant (FEEEG) in the amount of \$7,552.00.

**Discussion on the Motion:**

**Mayor Gardner** thanked Firefighter Cindy Sabo for her work in obtaining the grant.

**Roll Call:** **AYES: Hallum, Jarmuszkiewicz, Kline, Knecht, Miller, Taylor Draper, Belich**  
**NAYS: None**  
**Vote: 7/0**

**Motion passes** to accept the Firefighter Exposure to Environmental Elements Grant (FEEEG) in the amount of \$7,552.00.

Motion made by **Councilwoman Taylor Draper**, seconded by **Councilwoman Miller** to declare the following Fire Department items as surplus and authorizing the sale of these items to the City of Kirtland Fire Department as follows:

1 NRoads Low Dome Beacon Green	\$ 0.00
4 MPower 4x2 RW QM	580.00
1 MPower 4x2 BAW QM	170.00
1 MPower 4x2 AW QM	145.00
4 MPower 4x2 QM RA	580.00
4 MPower QM RW	400.00
14 MPower 4" RA QM	1,400.00
1 MPower Stick 6 Mod	600.00
2 SL Line 72 " with Mount Brackets	650.00
1 Sync Module Kit with Antenna	210.00

**Discussion on the Motion:**

**Councilmand Jarmuszkiewicz** noted that proceeds from the sales of the surplus items will be placed back into the capital budget for the Fire Department.

**Roll Call:** **AYES: Hallum, Jarmuszkiewicz, Kline, Knecht, Miller, Taylor Draper, Belich**  
**NAYS: None**  
**Vote: 7/0**

**Motion passes** to declare the following Fire Department items as surplus and authorizing the sale of these items to the City of Kirtland Fire Department as follows:

1 NRoads Low Dome Beacon Green	\$ 0.00
4 MPower 4x2 RW QM	580.00
1 MPower 4x2 BAW QM	170.00
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14 MPower 4" RA QM	1,400.00
1 MPower Stick 6 Mod	600.00
2 SL Line 72 " with Mount Brackets	650.00
1 Sync Module Kit with Antenna	210.00

**PUBLIC PORTION #2 (Audio: 20:33)**

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

Public Portion #2 opened at 7:20 p.m.

Joanne Majeski, 14085 Sperry Rd. Novelty Ohio read the following statement:

Good evening.

On behalf of the Gulick Family Remainder Unitrust, I am pleased to present the city of Willoughby Hills for the WHISPER program, a check for \$3,364.71.

Upon some recent email communications with the city's communication representative, I am pleased that the WHISPER guidelines will be reviewed by the Willoughby Hills Law Department and WHISPER committee.

Since the principal objective of the WHISPER program is to provide everyday relief to struggling Senior citizens with overwhelming yard work, some household tasks, and transportation needs, I personally hope that all Senior requests can be met and not turned down due to lack of volunteers.

First and foremost, when advertising for WHISPER volunteers, this needs to be **task specific** as "raking leaves", "light yard work", on Saturday October 28. This is a wonderful opportunity for high school students to gain community service hours for scholarship applications as well as college entrance requirements. I have suggested contacting area high school guidance counselors regarding this.

Secondly, I also want to suggest putting a **task specific** paragraph in the bulletins of the area churches. Obtaining volunteers is the basis for making the WHISPER program work for many years to come. It's neighbor helping neighbor, community member helping community member. It's a win-win situation for all.

Finally, there are plenty of funds in the WHISPER account to be used for tasks that cannot be performed by volunteers due to the WHISPER guidelines. Let me reiterate again that **task specific** advertisement will be the success in getting more volunteers.

I thank you for your time and consideration of my suggestions and hope to be invited to a future WHISPER meeting.

Richard Bass, Maypine Farm, White Road, Willoughby Hills, OH stated his family has owned his land since 1933. Mr. Bass said he had some difficulty working with the City to sell his land. He went on to say the Mayor and Service Department ultimately were helpful and he was able to sell the property. He explained further difficulties about the sale of his property. (Audio: 24:40)

**Councilwoman Miller** stated someone from Council would speak to Mr. Bass after the meeting.

Public Portion #2 closed at 7:27 p.m.

**FOR THE GOOD OF THE ORDER/FOR THE GOOD OF THE COMMUNITY (Audio: 27:37)**

**Councilwoman Taylor Draper** stated she would like to respond to a concern she received from a resident about the WHISPER program. She stated: When we reconstructed the WHISPER program in 2020, none of us had any idea how some three years later the world would change after COVID. The idea of people

volunteering has changed. The duties and responsibilities at City Hall have changed. We set out back then to put guardrails around what we believed was a very worthwhile program, and I believe it still is. It was successful for almost a decade. WHISPER has withstood it all. All of the odds, the attacks and the outside investigations, which produced nothing. The program is still here, and Lake County is even trying to duplicate it. It's important to underscore the people currently serving on Council support the program as compared to those who wanted to disqualify it at every turn. We no longer have Gloria Majeski, who was very well-versed in the program. We have a facilitator who is new to the program, and does not have the past knowledge as point of reference. Councilwoman Miller and I feel there may need to be some updates to the guidelines, and possibly scheduling a re-examination every few years to keep it relevant. Please be patient as the new facilitator is getting up to speed with the program and reporting on it.

**Councilman Jarmuszkiewicz** wanted to make sure someone is able to help Mr. Bass try to resolve any issues he is having.

**Mayor Gardner** and **Council President Hallum** agreed, and stated they would speak with him after the meeting.

**Councilwoman Miller** thanked Joanne Majeski for her WHISPER donation and said she is already working on bulletins for local churches and local schools as well.

**Council President Hallum** extended sincere condolences to the family of Laura Pizmoht on her passing.

**ADJOURNMENT (Audio: 33:37)**

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

**Discussion on the Motion:**

None.

**Roll Call:**     **AYES:** Hallum, Jarmuszkiewicz, Kline, Knecht, Miller, Taylor Draper, Belich  
                  **NAYS:** None  
                  **Vote:** 7/0

The meeting was adjourned at 7:34 p.m.

**APPROVED:** November 9, 2023  
                  Date

  
\_\_\_\_\_  
**Christopher Hallum**  
President of Council

**ATTEST:** Laura O'Donnell  
                  **Laura O'Donnell**  
                  Clerk of Council