

## RECORDS OF PROCEEDINGS

Village of Timberlake Council  
Held at the Village of Timberlake Hall at 6:30 PM

Work Session Meeting  
July 8, 2021

Pledge of Allegiance

### **Roll Call of Council Members Present:**

Cynthia Hardwick, Krista Kanuch, Nancy Marra, Stanley Roediger, and Shannon Sharma Dr. Ritu Sharma join via zoom and left at 8:00 PM. Village Solicitor O'Leary explained to Council that Dr. Sharma could not be consider as present because the temporary emergency meeting attending via zoom ended on July 1, 2021.

### **Employees Present:**

Village Solicitor James O'Leary  
Police Chief Susan Schofield (left at 7:30 PM)  
Fiscal Officer Joanne Clapp (via zoom)

### **Public Present:**

### **Work Session Topics of Discussion:**

1. Trees in right of way. The current ordinance states the Village is responsible trees within the Village. With the Village being responsible if a major storm was come happen with in the Village in which a lot of trees were to come down it would become very costly and hurt the budget. Are we able to remove the Village as being the responsible party and place it back on the home owner? The Village is considered a tree conversation community and the program started back 1983 and was revised in 1986. Mrs. Marra noted that since the May storm she has been informed that three more trees need to removed. It was suggested that the Village look for grants or ask residents to make a donation to purchase a tree in memory of someone one and mark it with a plaque.
2. Council discussed how and who to enforcement of ordinance pertaining to RV's, Boats, Commercial Trailers, yard maintenance. Discussion and letters were mailed out last year. Village Solicitor O'Leary explained that in most communities the zoning or Street Commissioner initiate the first notice of violation. Village Solicitor O'Leary stated that the notice must state the specific violation. Council suggestions the following procedures: Step 1 – place a door hanger stating the violation. Step 2 – Send a letter from Council. Step 3 – Village Solicitor will send a letter which may result in fines and court cost if not corrected. The time frame between step to correction the violation would be 10 days between each step. Council member Hardwick will create and handle a spreadsheet to track each step. Council would be required to action to approve the procedure. Council suggested creating a committee or hold a pubic hearing to review the violation procedures. Council member Kanuch recommend to provide the violator a list of resources in may be able to assist with correcting the violation. Council member Roediger recommended placing a notice in the Timberlake Times.
3. Council member Roediger stated the Finance Committee will meet in August to review the 2021 Budget to see if it will need to be revised and to review the contracts with Lake

County and the Police Department 911 and Central Dispatching which will be expiring at the end of this year.

4. Two budgets will be created Year 2022 Budgets (with and without the 2 Tax Levies passing), because first reading will start in October with Council approving the budget in December.
5. A Levy Committee will be created to do a flyer, knock on doors and notice in the Timberlake Times for the renewal levies.
6. Council discussed Critter Control (Deer, Coyote's, ...) on how to handle to problem because we are currently being over ran by deer. Due to the closeness of the homes we cannot give permits to residents to kill the critters. Council member Kanuch stated that the City of Eastlake has completed a critter control which has help some. Council recommend creating an Ordinance to fine Residents that feed the critters. Village Solicitor O'Leary stated he would reach out the Law Director of the City of Eastlake to see how they are handling the problem. The City of Eastlake worked ODNR for deer.
7. The American Relief Plan money will be coming available in the next future. There is more restriction on how the money could be spent. Fiscal Officer Clapp and Council members have been attending webinars. Fiscal Officer Clapp recommend creating a Fund to track the money.
8. Council discuss if Boarding homes, AirBNB, Group homes and rental homes should be allowed. Should the Rental Homes have: registration, inspection, insurance, yearly fee, owner should pay income taxes or sales tax. Village Solicitor O'Leary states that the City of Willowick and City of Painesville have a good rental home procedure. The City of Mentor does not allow AirBNB rentals.
9. The prior Council members were working reviewing and revising the zoning permits and fees. Council member Roediger will email their suggestions to Council to review.
10. Mailer, door hanger or Timberlake Times notification of Enforcement of Ordinances to ALL residents and Owners. Do we have an email of residents available or do we need to create one by one?
11. Council member Kanuch stated the employee Summers clean the Village Hall carpet with the new carpet cleaner that the Village purchase last year using COVID19 money and the carpet looks cleaner that hiring a professional. It was recommended to purchase a deodorizer. Council member Kanuch stated she received quotes for carpet cleaning from O'Ryan Carpet \$337.84; Quickday Cleaning \$500.00 and MD Carpet Cleaning \$459.60Rental Items: Council member Kanuch stated a check list has been posted in kitchen for renters about hall rental procedures. Council members Kanuch inquired on what the procedure was in reference to a Police Officer presents when alcohol is being served during reservation because Chief Schofield feels once the Officer leaves no action should be taken by the current Officer that is on duty. It was decided that the Police Officer must be present until the end of the party including clean up and if someone is drinking after the hire Police Officer leave the Police Officer working is required to enforce it. The hired Police Officer working the event needs to make sure all alcohol is removed from the premise prior to them leaving. The Village Hall committee will meet to discuss if the Village Hall rental deposit should be change in cover the cost of having carpet clean; to review memorial service guidelines (the prior person in charge of Village Hall Rental charged however prior to that person it free for residents only during the

week days. Review current rental contract rules including alcohol. Life span on the carpet to be review and the committee to provide their recommendation the Finance Committee.

12. Fiscal Officer Clapp stated that no response has been received from the IRS about the penalty from the prior Administration for not filing the last quarter of Yr. 2018 – 941 Tax reports.
13. Mayor Marra stated that he feels that the Service Department dump truck would be good for a few more years, because we currently have a good employee Summers that is able to do the mechanical repairs to the vehicle.
14. Krista Kanuch and Shannon Sharma stated that they will not be seeking reelection this year's term.

**Adjournment:**

A motion was made by Council member Hardwick and seconded by Council member Marra to adjourn at 9:02 PM the Council work session.

DRAFT