

COUNCIL MEETING MINUTES  
VILLAGE OF TIMBERLAKE

**Tuesday, October 18, 2022**

**Tree Committee 5:50 PM**

Tree Committee began at 5:50 PM with the Pledge of Allegiance and Mayor's Prayer.

**Roll Call of Council Members Present:**

Ryan Konrad, Jerry Joyce, Nancy Marra, Dr. Sharma, Kevin Thompson, and Cynthia Hardwick.

**Personnel in Attendance:**

James O'Leary	Solicitor
John H. Roskos	Fiscal Officer
Masai Brown	Lieutenant, Police Department

**Discussion of Tree Issues:**

- Mr. Thompson reviewed the quotes the Village received to remove the large maple tree next to the dumpster at the Village Hall.
- The initial quotes from 3 companies ranged from \$3,400 to \$7,000; we just received one from R & J for \$1,650, plus stump removal for \$325.
  - They are a trustworthy company, and we have used in the past.
  - They haul wood too; crane will be used.
- Discussion of Mentor's Tree Removal Permit Form
  - Maybe we can revise and use
  - Likes the request for permission to plant on tree lawns
  - What about permission for planting on right of way?
  - Form could also include request for financial assistance from Village.
  - Doesn't know if we need for all trees
  - Most tree complaints have been safety related; doesn't seem like a permit is necessary in those cases
  - There have been issues in the past with people taking trees down without permission
    - Complaints tend to occur after the fact
- Extensive discussion on the Tree Commission/Committee and related matters
  - Mr. Thompson referenced Jane Shaveyco's comments from prior Council Meetings
  - Would not be opposed to a Tree Commission comprised of volunteers; maybe could also help plant trees
  - Doesn't want Tree Commission to dictate tree removal, however.
    - Likes our tree canopy; part of the Village's character
    - Liability and costs were less in the past
    - Opinions on private property trees (committee should stay out of decision-making)
  - Additional discussion regarding trees in Village, planting flowers (Mrs. Hardwick)

- Previous Tree Commission was very official with appointed members and authority (Mrs. Marra)
  - Mrs. Marra likes the idea of volunteer group.
- Mr. O’Leary indicated that we can have a public meeting seeking input on trees; we could also set up parameters for the committee
  - Mr. Thompson would not be interested in leading the group.
  - Mr. Thompson indicated that we do not have the staff to monitor all trees.
  - Mr. Joyce thinks that the Village should only get involved with a tree dispute on private property, if there was a complaint of a dangerous tree.
    - Is there an Ordinance on the books regarding this situation?
- Additional discussion on Tree Commission, redoing structure, trees in the Village, et cetera.

**Mr. Thompson made a motion to adjourn the meeting; Mr. Joyce seconded the motion. All were in favor. Tree Committee adjourned at 6:10 PM.**

### **Finance Committee 6:10 PM**

Finance Committee began at 6:10 PM.

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

Ryan Konrad, Jerry Joyce, Nancy Marra, Dr. Sharma, Kevin Thompson, and Cynthia Hardwick.

#### **Personnel in Attendance:**

James O’Leary	Solicitor
John H. Roskos	Fiscal Officer

#### **Review of 2023 Budget Appropriation and Changes/Discussion**

- Mr. Roskos indicated that there are not many large changes between the 2022 and 2023 Budgets.
- Mr. Roskos reviewed the general breakdown of the proposed 2023 Budget Appropriation contained in Exhibit A; these are very general categories and allow me to make transfers within various departments without always having to go to Council for approval.
- Mr. Roskos reviewed the various line items within each department where there are changes between 2022, and 2023.
  - Mrs. Marra inquired whether it is normal for our audit to be outsourced. Mr. Roskos indicated that the Auditor of State is permitted to do so by the Ohio Revised Code.
  - Mr. Konrad inquired about the year-end transfers for the Service Truck, Police Cruiser, and Hall Capital Fund; yes, there is a Resolution on First Reading for this meeting regarding these transfers.
- Mr. O’Leary asked if the Village has a time frame for purchasing a new police cruiser; he mentioned that there has been a severe lag time between ordering and receiving the cruisers in other communities; some have been unable to even acquire one and have had to cancel the order.

- The Village does not currently have a time frame for ordering; the Mayor thinks we should be patient. Also noted he felt we should have more funds devoted to maintenance. There was additional discussion regarding a timetable for replacement of the Police Cruiser, and Service Truck.
- Additional discussion on the condition of the police cruisers, service truck, funds appropriated for replacement, repairs, et cetera.
- Mrs. Hardwick inquired as to the balance that will be available in the American Relief Plan Fund after the HVAC installation; Mr. Roskos indicated that there will be approximately \$21,000 left in the fund after the improvements. Some of the funds can be spent as late as 2024.

### **Adjournment**

Dr. Sharma made a motion to adjourn the Finance Committee meeting. Mr. Joyce seconded the motion. Roll call: all were in favor of adjourning the Finance Committee. Meeting adjourned at 6:27 PM.

### **Regular Council Meeting 6:30 PM**

Meeting began at 6:30 PM with the pledge of allegiance, and the Mayor's opening prayer.

Mayor John Marra presiding.

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

Ryan Konrad, Jerry Joyce, Nancy Marra, Dr. Sharma, Kevin Thompson, and Cynthia Hardwick.

### **Personnel in Attendance:**

James O'Leary	Solicitor
John H. Roskos	Fiscal Officer
Masai Brown	Lieutenant, Police Department

### **Public Comment, Good & Welfare:**

- Allen Peterson, 10 Owaissa
  - Commented about the stop signs at intersections of East Shore Blvd and elsewhere.
    - He has completed some investigation on the signs.
    - Doesn't believe that the installation of the signs was voted on or approved by the Safety Committee, and Council
    - Says that CT Consultants only approved the stop signs at the "Five Points"
      - Would like the other signs taken down.

- Says Council did not approve painting lines on the street by the new signs either.
    - Believes there was no survey completed regarding the installation of the stop signs.
  - Also noted that he doesn't believe the traffic warrants these signs; doesn't believe they are necessary
- Krista Bair, 28904 Blissfield Drive, Willowick
  - Represents the Willoughby Eastlake Board of Education as President
    - Gave an introduction about wanting to build bridges with the communities in the School District.
      - Mentioned the upcoming Superintendent search; wants to ensure there is a representative from each community involved in the process
      - Reaching out to get community members involved
      - Insight from the community allows the Board to make better decisions
      - Mayors of other cities are planning to meet with the current Superintendent to begin the discovery process
        - Board will work to include constituents
        - Search for Superintendent will start in January of 2023 with the help of a search firm.

### **Reading & Disposition of the Minutes:**

- a. Regular Council Meeting, September 20, 2022- Mr. Joyce made a motion approve the minutes of the September Regular Council Meeting.

Dr. Sharma seconded the motion. Roll call: all were in favor of approving the minutes.

### **Legislation:**

- a.) Resolution No. 2022-37 (2nd Reading)

A resolution authorizing the Fiscal Officer to revise the effective date of Ordinance 2018-7 regarding municipal income tax for the Village of Timberlake, Ohio, and declaring an emergency.

Resolution No. 2022-37 was placed on second reading.

- b.) Resolution No. 2022-41 (Rules Suspended)

A resolution amending the permanent appropriations funds for the Village of Timberlake, Ohio for the Year 2022 and declaring an emergency.

Mr. Joyce made a motion to suspend the three reading rule.

Mrs. Marra seconded the motion to suspend the rules. Roll call: all were in favor of suspending the rules.

Mrs. Marra made a motion to approve Resolution No. 2022-41.

Mr. Joyce seconded the motion. **Roll call:** all were in favor of the Resolution.

c.) Resolution No. 2022-42 (Rules Suspended)

A resolution authorizing the Mayor to enter into a contract with Anderson Heating and Cooling for the purpose of replacing HVAC units, updating ventilation, and installing air purifiers for the Village of Timberlake, and declaring an emergency.

Mrs. Marra made a motion to suspend the three reading rule.

Mr. Joyce seconded the motion to suspend the rules. Roll call: all were in favor of suspending the rules.

Mr. Joyce made a motion to approve Resolution No. 2022-42.

Mr. Thompson seconded the motion. Mr. Joyce inquired about the updated quote the Mayor passed out this evening; Mayor: went with 80% efficiency units (2 stage) due to structural/plumbing issues. There was additional discussion of the units, models, efficiency, and number of registers, as well as related issues. Mayor: job will take about a week once installation begins. Mr. O'Leary reminded Council that American Rescue Funds were previously approved for the replacement of the HVAC units, and installation of air purifiers.

**Roll call:** all were in favor of the Resolution.

d.) d.) Resolution No. 2022-43 (Rules Suspended)

A resolution authorizing the Mayor and Fiscal Officer to negotiate and execute an agreement with the City of Eastlake to provide salt for the 2022-2023 Winter Season and declaring an emergency.

Dr. Sharma made a motion to suspend the three reading rule.

Mrs. Marra seconded the motion to suspend the rules. Roll call: all were in favor of suspending the rules.

Mrs. Marra made a motion to approve Resolution No. 2022-43.

Mr. Joyce seconded the motion. Mr. Konrad inquired whether we have a price yet; Mr. Roskos indicated that we do not yet. Salt is picked up from Eastlake.

**Roll call:** all were in favor of the Resolution.

e.) Resolution No. 2022-44 (1<sup>ST</sup> Reading)

A resolution approving the Permanent Appropriations Funds for the Village of Timberlake, Ohio for the Year 2023 and declaring an emergency.

Resolution No. 2022-44 was presented for First Reading.

f.) Resolution No. 2022-45 (1st Reading)

A resolution authorizing the Fiscal Officer to transfer sixty thousand dollars (\$60,000.00) from the General Fund (1000) as follows: twenty-thousand (\$20,000.00) to the Police Cruiser Fund (4901); twenty-thousand (\$20,000.00) to the Service Truck Capital Fund (4902) and twenty-thousand (\$20,000.00) to the Village Hall Capital Fund (4903) for the Current Fiscal Year 2022 and declaring an emergency.

Resolution No. 2022-45 was presented for First Reading.

g.) Resolution No. 2022-46 (1<sup>st</sup> Reading)

A resolution authorizing the Fiscal Officer to transfer forty-four thousand six hundred and twenty dollars (\$44,620.00) from the General Fund (1000) to the Paving Improvement OPWC Debt Service Fund (3902) for the Fiscal Year 2023 and declaring an emergency.

Resolution No. 2022-46 was presented for First Reading.

h.) Resolution No. 2022-47 (Rules Suspended)

A resolution confirming the final appointment of Fredrick C. Swanson to the Village of Timberlake Police Department and declaring an emergency.

Mrs. Marra made a motion to suspend the three reading rule.

Mrs. Hardwick seconded the motion to suspend the rules. Roll call: all were in favor of suspending the rules.

Mrs. Marra made a motion to approve Resolution No. 2022-47.

Dr. Sharma seconded the motion. Roll call: all were in favor of the Resolution.

**Reports:**

a. Mayor:

- Mayor reminded residents that political signs are okay on lawns, but cannot be on the right of way (right of way includes 15 feet off road)
  - i. According to Mr. O’Leary, the Ohio Supreme Court has indicated signs can stay up year round, however, we ask residents to be considerate of their neighbors.
- Commended the Service Department for their efforts.
- He is asking residents to help keep the catch basins clean.
- The Village is snaking some of the sewers; sewers are undersized, however.
- Please stay off the medians if possible during fall/winter with wet weather.
  - Puts a burden on the Service Department.
- Mayor commented on the stop signs at East Shore Blvd, and various intersections.
  - As the Safety Director, Mayor believes stop signs are necessary at all intersections.
    - Sometimes bushes obstruct views.

- Feels they are for the benefit of the Village; would not recommend taking them down.
- Noted, he did discuss with the Chief.
- Believes it is a safety issue; it was noted that surveys were completed in the past regarding the installation of the signs.

b. Solicitor:

- Reported that Timberlake's Court Cases have been officially moved to Wednesdays (from Tuesday)

c. Council Members:

Cynthia Hardwick

- Is excited about installing new floors, tables, et cetera
  - Noted the floors are in bad shape.
  - Would like to get done before the busy season next year.
  - There is a new leak in the roof in the kitchen.

Ryan Konrad

- 1 resident reached about the sewers; has a backed-up drain in their garage
  - Village will only clean at street level; issues on private property are not our responsibility
  - Sent the resident a list of approved contractors courtesy of the City of Eastlake; we do not maintain a similar list
- Weather has been tough this year, but the sewers have done fairly well.
- Is curious about the approval of the stop signs; could look into it.
  - Seems sensible to him though and agrees it is a safety issue.
  - There are many stop signs, but they don't seem like a burden.

Jerry Joyce

- Thanked the Fiscal Officer for preparing the budget; made life on the Finance Committee easy.
  - Will be of more assistance next year once he understands process better.
  - Didn't see a need to sit-down with the Fiscal Officer to discuss.
- Discussed the stop signs
  - There is a family with a disabled child in a wheelchair that lives nearby; also noted many dogwalkers.
  - Thinks stop signs are a good thing (also noted the 25 mph speed limit, which should be adhered to)
  - Is not concerned about the procedure followed for the installation of additional stop signs.

Nancy Marra

- Talked about the stop signs, and noted there are many dogwalkers.
- Campers should be gone by now.
  - Please let the Chief know if you see an issue; call dispatch of knock on the Police Department door regarding complaints.
  - Chief will address; says her door is open to discuss.
- The Village does not have an Ordinance covering AirBnBs
  - Said there was a rumor of an AirBnB coming to a Lakefront property; neighbor called about.
- Reminded residents to get out and vote; there is a renewal levy for Willoughby-Eastlake.
  - Early voting has started.
  - Still need poll workers.
  - You can use a paper ballot, if you would like.
  - Reminded residents that we vote at the Croatian Hall now.

Dr. Ritu Sharma

- Unfortunately, has not found any grants that cover 100% of a project.
- Read about a tragedy that occurred in California involving an immigrant family.
  - Discussed the history of the family.
  - An American Dream gone wrong.
  - Was extremely upset by what happened.
  - Vigils have been conducted throughout the Country.
    - Would like to have a 10-15 minute candlelight vigil outside of the Hall on Friday, October 21 at 6:30 PM.

Kevin Thompson

- Had a Tree Committee meeting prior to tonight's Council Meeting.
  - Discussed the large maple near the dumpster, and the contractor the Village will use (R&J Tree)

d. Fiscal Officer:

Monthly Financials- General Fund- ending balance through September 30, 2022 is \$410,072.19. Month to date revenue was \$51,033.17 vs expenditures of \$41,892.67, a net difference of \$9,140.50.

General Fund Revenue through September 30, 2022 is up \$132,908.60 versus last year, primarily due to increased income tax collection; property tax collection rates have also improved. Revenues in September exceeded projections by approximately \$9,179.00; expenditures were \$6,152 more than anticipated. The increase in expenditures was mostly due to increases in payroll costs, and associated withholding expenses, such as to the Ohio Public Employee Retirement System.



Estimated General Fund surplus based on current expenditure rates will be approximately \$118,647; this would not include transfers to the Village Hall, Police Cruiser and Service Truck Capital Fund of \$20,000 each. If Council authorizes those transfers, the Village would be looking at a surplus of approximately \$58,647 for the year.

Other Fund Activity: There was no significant expenditures in our other funds. \$500 in refunds were issued from the 9901 Hall Rental Security Deposit Refund FUND. Also of note, we received our quarterly reimbursement of \$6,426.00 from the Lake County Department of Utilities via the Lake County Auditor for Sanitary Sewer Infrastructure Fees; part of this goes to the OWDA debt payment, and a portion goes to Sanitary Sewer Maintenance.

Mayor thanked the Fiscal Officer for a job well done.

- e. Police Chief- Monthly Report (Lt. Brown read the Chief's monthly report)
- 3 911 calls, 1 accident, 1 administrative call, 2 alarm calls, 6 animal complaints, 2 assist calls, 6 beach checks, 1 civil matter, 1 court case, 74 community policing activities (80 including beach checks), 1 disturbance, 1 domestic violence call, 72 house checks, 1 call for information, 10 investigations, 1 juvenile complaint, 1 littering complaint, 2 noise complaints, 5 patrols, 1 other phone call, 1 parking violation, 1 property complaint, 1 request for assistance from Eastlake, 2 suspicious circumstances, 1 suspicious person, 1 suspicious vehicle, 1 traffic violation, 1 vehicle check. A total of 201 calls.
- f. Zoning/Property Maintenance (Mr. Gray could not attend; reported by Mayor)
- 1 siding permit, 1 garage sale, 1 sewer permit, 3 fence permits, 1 shed permit.

### **Purchases & Approvals:**

- a. Mr. Joyce made a motion to approve the September, 2022 Financial Reports. Mr. Konrad seconded the motion. Roll call: all were in favor.
- b. Mr. Joyce made a motion to approve a payment to R & J Tree in the amount of \$1,975 for the removal, and stump grinding (of the large maple tree near the dumpster at the Village Hall). Mrs. Marra seconded the motion; roll call- all were in favor.

### **Public Comment and Questions** (may be directed at the Mayor or Council members only; reserved for follow-up questions on topics discussed at today's meeting)

- There was no additional Public Comment.

- Mayor thanked Mr. Thompson for finding a suitable vendor to cut down the maple tree; Mr. Thompson credited Mrs. Marra with flagging him down and getting an estimate.

### **Adjournment**

Mr. Konrad made a motion to adjourn the meeting. Mrs. Sharma seconded the motion. Roll call: all were in favor. Meeting adjourned at 7:15 PM.

Called by: Mayor Marra

Posted

**Our next regular meeting is Tuesday, November 15, 2022 at 6:30 PM.**

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**Fiscal Officer, John H. Roskos**

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**Mayor, John Marra**