

COUNCIL MEETING MINUTES (DRAFT)
VILLAGE OF TIMBERLAKE

Tuesday, February 21, 2023

Grant Committee 6:00 PM

Meeting began at 6:00 PM with the pledge of allegiance, and the Mayor's opening prayer.

Mayor John Marra presiding.

Roll Call of Council Members Present:

Cindy Hardwick, Jerry Joyce, Ryan Konrad, Nancy Marra, and Kevin Thompson; as well as Fiscal Officer and Solicitor.

Discussion of Nature Works, and Other Potential Grants available for the Village

- Mr. Konrad investigated several grants and discussed meeting with CT Consultants.
 - Met with Phyliss Dunlap, Project Development Specialist with CT.
 - Discussed many potential funding/grant opportunities. Discussed follow-up actions to be taken by Mayor, Mr. Konrad, and Mrs. Dunlap.

- Nature Works Grant (ODNR and Playground)
 - Spoke with Timothy Robinson at ODNR; important considerations for this grant-reimbursement grant, need to provide proof of ownership of land; total funding available for communities in Lake County is \$30,270.
 - There would be about a 3 week-1 month wait to receive reimbursement; some match would be required.
 - Playground is actually on a Village right-of-way, so no deed exists. The Playground is listed as Timberlake Playground on the Lake County Auditor website.
 - If grant is received, would be required to keep as park for at least 15 years; may have to sort out situation with proof of land ownership; referred to O'Leary. We could get a deed. Additional related discussion followed.

- Community Development Block Grant (Playground and Beach Stairs)
 - Federal grant program under HUD. Administered by Lake County.
 - Spoke with Lake County administrators, Rhea Benton and David Radachy about the program. It is focused on low income and underserved populations. Targeted potential playground funding but because we are not a low-income block group, they wouldn't cover structural replacements. However, there may be some funding available to make land more ADA accessible (such as ramps). Potential route to Beach Stair funding. Deed restriction of Parcel A may not cause disqualification for this grant; related discussion; would need to complete more diligence on this.

- Safe Routes to School (SRTS)- ODOT grant program (Sidewalks/Pedestrian Safety)
 - Spoke with Steve Johnson, Director of Operations for the Willoughby-Eastlake School District about potential collaboration. WE School District received

funding around 2015 for other district schools (Willoughby/Eastlake). He was very receptive and willing to help. Applications are due in the spring of this year; due to the transitioning Superintendent, unlikely to be able to execute this year.

- Annual grant, may revisit; sent materials and information we would need. The last grant was for a flashing cross sign. Use the district to get supporting information; maybe ask Lakeline to join (within the 2 mile radius of schools).
- HSIP Systemic Safety Funding- ODOT grant program (Sidewalks/Sewers)
 - Spoke with Brian Blayney, District 12 Highway Safety District Coordinator. Discussed feasibility for project and Mr. Blayney sounded confident we could access funds. Shared preliminary sketches and project cost via Pete Formica at CT Consultants. Can request up to 2 million dollars with a 10% local match required. Match can be reduced if project sponsor meets financial distress criteria. Maintenance projects would not be covered. Simplified grant application.
 - Would be a partnership with ODOT
 - Goal would be to fill sidewalk gaps on Lake Shore.
 - Easier process than typical grants.
- OMB Budget Request for State of Ohio- allocated funds in the State of Ohio Budget (Sidewalks/Sewers)
 - Spoke with State Rep. Dan Troy; discussed our needs and potential routes to funding. He assured Mr. Konrad that they have an exhaustive list of grants/programs that he is aware of. He will continue to monitor the funding/grant landscape and let us know if anything applies. Supports our projects and willing to assist in any way possible. Mentioned potential for allocated funds from the State Budget for Timberlake Village. Odd years are administrative/operational budgets, even years are project/capital budget years.
 - Talked about sidewalks, beach stairs, playground projects.
 - Seemed willing to assist.
 - Some chance for community project funding.
- Had conversations with various playground and recreational equipment distributors (Playground).
 - Spoke with Gametime, Landscape Structures, and Innovative Sports Surfacing. All shared similar corporate/foundation grant list. Gametime does offer matching grant near the end of the summer (August/September timeframe); would be 50% off regular costs.
 - Corporate based grants; most are smaller grants of \$5,000 or less.
 - Current structure is a Gametime structure; could fix it up.
- Urban Forestry Program through ODNR (Trees)
 - Provides communities organizational and technical assistance to effectively manage trees and land where they grow. Potential source of State funded Arborist, planning, and potential funding for management of our trees. Call will be placed to Tyler Stevenson, who is the Urban Forestry Program Coordinator.
 - Program seems to be more focused on planning, than grants and funding.

- Additional Discussion
 - All of these grants will require some type of matching funds.
 - Mrs. Hardwick asked what type of entity the Village is considered; Fiscal Officer indicated that Timberlake is a municipal corporation (or political subdivision); this is a somewhat different status than a non-profit; we should focus on grants that specifically allow villages to apply.
 - Fiscal Officer would recommend 3 bids for repair of our current Playground Structure, if possible.
 - Current replacement cost of Playground Equipment is \$45,000 to \$60,000 plus labor costs (could cost around \$65,000 total)
 - Some playground structures are available at a lower cost, but they are lackluster.
 - Grants are not vendor specific; some prices may be State bid prices, so formal bidding may not be required.
 - Could rebuild the playground in phases
 - Ground needs leveling, and repair as well.

- Adjournment
 - Mr. Joyce made a motion to adjourn the Grant Committee meeting; Mrs. Marra seconded the motion. The meeting was 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:

Cindy Hardwick, Jerry Joyce, Ryan Konrad, Nancy Marra, and Kevin Thompson.

Personnel in Attendance:

James O'Leary	Solicitor
John H. Roskos	Fiscal Officer
Susan Scofield	Chief, Police Department (via Zoom)

Public Comment, Good & Welfare:

- Debbie King, 43 East Shore Blvd.
 - Was going to ask about the vacant house on Keewaydin; she thinks it has been vacant for around 11 years
 - Upkeep has improved
 - Vacancy is concerning; O'Leary will take a look at (if you get address)
 - He will find out who's responsible for property.
 - Belonged to owner's parents

Reading & Disposition of the Minutes:

- a. Regular Council Meeting, January 17, 2023 – Mr. Joyce made a motion approve the minutes of the January Regular Council Meeting.

Mr. Konrad seconded the motion. Roll call: all were in favor of approving the minutes.

- b. Special Council Meeting, February 1, 2023 – Mr. Joyce made a motion approve the minutes of the February 1 Special Council Meeting.

Mr. Konrad seconded the motion. Roll call: all were in favor of approving the minutes.

Legislation:

- a.) Resolution No. 2023-7 (Suspend the Rules)

A Resolution consenting to the Mayor's Appointment of Margaret Joyce as a member of the Council for the Village of Timberlake, Ohio, and declaring an emergency.

Mrs. Marra made a motion to suspend the three reading rule: Mr. Thompson seconded the motion; roll call- all were in favor of suspending the rules.

Mrs. Marra made a motion to approve Resolution No. 2023-7: Mr. Thompson seconded the motion; roll call- all were in favor of Resolution No. 2023-7 except Mr. Joyce whom abstained. Resolution approved 4-0.

The Mayor and Council congratulated Mrs. Joyce on her appointment. The Mayor administered Mrs. Joyce's Oath of Office.

- b.) Resolution No. 2023-8 (Suspend the Rules)

A Resolution authorizing the Mayor to hire Kenneth Raftery as part time Service Department Employee for the Village of Timberlake and declaring an emergency.

The Mayor requested a motion from Council to table this Resolution; Mr. Joyce made a motion to table Resolution 2023-8; Mr. Konrad seconded the motion. Roll call: all members of Council were in favor of tabling the Resolution.

- c.) Ordinance No. 4-2023 (Suspend the Rules)

An Ordinance authorizing all actions necessary to accept Northeast Ohio Public Energy Council (NOPEC) 2023 Energized Community Grant.

Mr. Konrad made a motion to suspend the three reading rule: Mr. Joyce seconded the motion; roll call- all were in favor of suspending the rules.

Mrs. Marra made a motion to approve Ordinance No. 4-2023: Mr. Konrad seconded the motion. This is a reimbursement grant and not related to electrical distribution by NOPEC. Refer to the handout for ideas on how to use. Generally, this grant can be used for energy efficiency related projects, such as LED lighting; generator and HVAC were paid for by American Rescue Plan Act Funds. Energy

efficient blinds could also qualify, for example; also, could be used for insulation. There was additional related discussion.

Roll call- all were in favor of Ordinance No. 4-2023.

Reports:

a. **Mayor:**

- The Village purchased a brand new snow plow.
- We were \$110,000 under budget last year; noted that \$20,000 was transferred to Service Truck, Police Car, and Village Hall Capital Funds at the end of year.
- We have used the generator a couple times so far.
- We replaced the HVAC in the Village Hall and for the Police Department.
- We have air conditioning in the bathrooms now
- Upcoming Projects
 - i. Replacement or repair of Playground Equipment (Mr. Konrad is doing a great job looking into this)
 - ii. Would like to replace some storm catch basins, with the assistance of the Service Department
 - iii. Wants to clean up some of the roots in the Storm Sewer lines.
 - iv. Continue to look for grants to upgrade lines and basins.
 - v. Would like to work on Beach Steps
 1. Very expensive, and there are some safety factors.

b. **Solicitor:**

- Nothing specific to report; requests an executive session to discuss litigation.

c. **Council Members:**

Cynthia Hardwick:

- Hall will be painted in March; Service Department will be able to complete in a couple days.

Ryan Konrad

- Gary Saba (11 Owaissa) called about flooding in yard.
 - We have had less snow this year, but about the same amount of precipitation.
 - The Village will snake out some lines, and repair some catch basins.
 - There is not much funding available for Sewers.
 - Chance of funding is low.
 - Mayor and the Service Department are doing a great job keeping things flowing.
 - Reminded residents keep leaves away from basins; will look at grating some areas.
 - Mr. Konrad put a lot of work into looking at various grants.
- Discussion of Playground
 - Would focus on repair of ground first
 - Structures are anchored in concrete

- Spruce up what we have- paint railroad ties, surface level stuff
- There is \$15,000 set aside for repairs this year for the Playground.
- Perry Township was able to use ARPA funding for a specialized swing.
 - Mr. O’Leary also noted that North Perry Village used ARPA funds to purchase new police vehicles.

Jerry Joyce

- Complimented Mr. Konrad on all the work he did; it is a good start.
- Welcomed his “better-half” to Council; would have voted aye if he could.
- Received a letter personally from Lake County Department of Utilities regarding requirement of a backflow assembly on his property.
 - Will do more research and find out what this is
 - Some other residents may receive similar letters; if so, could arrange for a provider for installations perhaps.
 - No required date was mentioned (just received letter today, dated 2/16)
 - Will follow-up on this in March.

Nancy Marra

- Received a letter from Doug Fritsch who works for the Lake County Captains; she read entire letter. In the past they have helped out with Family Day, but will be unable to do so this year. Instead offered the opportunity to have a Community Day for Timberlake residents at the Captain’s Stadium.
 - Mr. Joyce would be interested in helping; Council had no objections to the idea.
- Received an inquiry from a real estate agent, as to whether Timberlake allows fowl; not permitted in the Village.
 - To date, there have been a couple inquiries on raising chickens.
 - Mr. O’Leary cautioned that it could cause a headache.
 - Not sure it’s a great idea with coyotes, foxes, and dogs around.
 - Additional related discussion about dogs and deer.

Kevin Thompson

- Mr. Thompson had nothing new to report regarding trees.
- Thanked Margaret Joyce for joining Council and wishes her good luck.
- He noted that he would not be opposed to chickens.

- Discussion followed related to moveable chicken coops; Mrs. Hardwick noted that she had chickens when she lived in Madison.

Margaret Joyce

- No comment tonight.

Mr. Konrad had additional comments to add regarding fundraising for the Playground, perhaps by selling bricks for a structure of some type. The Mayor also announced the revised Committee Assignments, which are as follows:

Finance/Public Records Retention/Ordinances- Jerry Joyce, Committee Chair (Kevin Thompson, Cindy Hardwick); **Safety/Service-** Nancy Marra, Committee Chair (Jerry Joyce, Ryan Konrad); **Trees,** Kevin Thompson, Committee Chair (Nancy Marra, Margaret Joyce), **Village Hall,** Cindy Hardwick, President Pro Tempore, Committee Chair (Nancy Marra, Kevin Thompson); **Grants/Sewers,** Ryan Konrad, Committee Chair (Margaret Joyce, Cindy Hardwick), **Parks,** Margaret Joyce, Committee Chair (Ryan Konrad, Jerry Joyce).

d. Fiscal Officer:

Monthly Financials and Annual Report:

General Fund- ending balance through January 31, 2023 is \$224,976.61. Month to date revenue was \$27,630.85 vs expenditures of \$50,078.52 a net difference of **-\$22,447.67**. \$44,620 was transferred to Fund 3902, the Paving Improvement OPWC Debt Service Fund for our Street Improvement loan payments for 2023. Expenditures were generally in line with estimates; payroll was higher than expected due to more hours worked by hourly police employees.

General Fund Revenue through January 31, 2023 is \$7,101.95 higher than last year, primarily due to increased income tax collection. Revenues in January exceeded projections by approximately \$7,101.95.

Although, it is early in the year, we estimate another surplus for the General Fund this year, of around \$107,000; this would not include any additions to the Village Hall or Police Cruiser Capital Funds.

Other Significant Fund Activity and Misc: We put a \$50,000 down payment on the new Service Truck (a 2022 Chevy Silverado 3500HD); this was paid for out of the Street Construction Maintenance and Repair Fund (2011). There was also a Special Item Receipt from USAA Insurance into the State Highway (Fund 2021); we were originally informed by Love Insurance that USAA would directly pay the contractor for the Guardrail Repair, however, the insurance claim was actually paid directly to the Village. This money has since been appropriated by Council and paid out to All M Landscaping, the contractor who completed the work. The Village also made bi-annual payments of \$7,086.95 for the Sanitary Sewer OWDA loan, and \$1,415.52 for the Street Improvement OPWC Loan. \$500 in refunds were issued from the 9901 Hall Rental Security Deposit Refund FUND. There was no other significant activity in other Funds.

The Fiscal Officer also noted that the auditors (from Charles Harris and Associates, on behalf of the Auditor of State; the Auditor elected to outsource our next several audits, which is permissible under the Ohio Revised Code) will be coming on Monday, February 27. They will work from 9:30AM-4:30PM at the Hall, and may be here for two weeks. Mrs. Hardwick inquired whether the Service Department could paint the inside of the Hall during this period; Mr. Roskos indicated this probably wouldn't be a good idea.

e. Police Chief- Monthly Report

- Chief Scofield joined via Zoom; did not have a report to present, but said she is just taking in the meeting, and will return to the office next Friday (March 3)

f. Zoning/Property Maintenance

- Mr. Gray was not present; the Mayor mentioned that he indicated that it was a slow month.

Purchases & Approvals:

a. **A motion to approve the January, 2023 Financial Reports-**

Mrs. Marra made a motion to approve the January, 2023 Financial Reports.

Mr. Joyce seconded the motion; roll call, all were in favor of approving the monthly financial reports.

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):

- No additional comments at this time.

Executive Session to Discuss Pending Litigation

Mr. Joyce made a motion to enter executive session to discuss pending litigation; Mr. Konrad seconded the motion; all were in favor of the motion. Mr. O'Leary invited Chief Scofield to join as well. Executive Session began at 7:14 PM.

Exit Executive Session

Mr. Konrad made a motion to exit Executive Session; Mr. Joyce seconded the motion. Roll call: all were in favor of returning to Regular Session. The Village Council returned to Regular Session at 7:27 PM.

Executive Session to Discuss the Compensation of a Public Employee or Official

Mrs. Marra made a motion to enter executive session to discuss the compensation of a Public Employee or Official; Mr. Thompson seconded the motion; all were in favor of the motion. Executive Session began at 7:29 PM.

Exit Executive Session

Mr. Konrad made a motion to return to Regular Session; Mrs. Joyce seconded the motion. All members voted in favor of the motion. The Village Council returned to Regular Session at 7:47 PM.

Adjournment

Mrs. Marra made a motion to adjourn the meeting. Mrs. Joyce seconded the motion. Roll call: all were in favor, except Mr. Thompson who voted “No”. Motion passed 5-1. The meeting was adjourned at 7:48 PM.

Called by: Mayor

Posted

Our next regular meeting is Tuesday, March 21, 2023 at 6:30 PM.

Editor’s Note: for additional details and discussion, please see our You Tube Page link for this meeting: <https://www.youtube.com/watch?v=4DU2nrfgsss>

Fiscal Officer, John H. Roskos

Mayor, John Marra