

COUNCIL MEETING MINUTES (DRAFT)
VILLAGE OF TIMBERLAKE

Tuesday, June 20, 2023

Tax Budget Hearing 6:15 PM

1. Presentation of Tax Budget- The Fiscal Officer reviewed the proposed Tax Budget for 2024; amounts requested from the County Budget Commission, estimated revenue and expenditures for the Fiscal Year 2024. The Tax Budget is submitted to the County Budget Commission. We will then receive a Resolution Accepting the Rates indicating how much our inside and outside millage levies will raise in the Fiscal Year 2024; this is usually received by the September Council Meeting.
2. Questions?
 - a. Mr. Joyce asked about the Schedule of Indebtedness and whether it is included in the total General Fund Expenditures listed on the Tax Budget; yes, it is.

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 and Motion to Excuse:

Cindy Hardwick, Jerry Joyce, Margaret 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

Public Comment, Good & Welfare:

- Jane Shaveyco, 14 East Shore Blvd.
 - Noticed that we are looking to allow chickens
 - Would like to see guidelines with chickens, regarding size of lot, distance from neighbors
 - Configuration of lots in Timberlake could cause issues
 - Thinks we should look at other cities Ordinances
 - Mr. Konrad noted that we have and asked her to take a look at Ordinance 7-2023 in the agenda
 - Also noted that people don't pick up after dogs; wonders how well they will take care of chickens

Reading & Disposition of the Minutes:

- a. Council Work Session, May 16, 2023 – Mr. Joyce made a motion to approve the minutes of the May, 2023 Council Work Session.

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

- b. Regular Council Meeting, May 16, 2023 – Mrs. Marra made a motion to approve the minutes of the May 2023 Regular Council Meeting.

Mrs. Joyce seconded the motion. Roll call: all were in favor of approving the minutes.

Legislation:

- a.) Resolution No. 2023-16 (Rules Suspended)

A Resolution approving the proposed Tax Budget in the form attached hereto for the Village of Timberlake, Ohio for Fiscal Year 2024, and declaring an emergency.

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

Mr. Konrad made a motion to approve Resolution No. 2023-16: Mrs. seconded the motion; roll call- all were in favor of Resolution No. 2023-16.

- b.) Resolution No. 2023-17 (Rules Suspended)

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

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

Mrs. Marra made a motion to approve Resolution No. 2023-17: Mr. Joyce seconded the motion; the Fiscal Officer reviewed the line items with increased appropriations including NOPEC Fund 2902, and Village Hall related line items

Roll call- all were in favor of Resolution No. 2023-17.

- c.) Resolution No. 2023-18 (Rules Suspended)

A Resolution declaring surplus personal property and directing the Fiscal Officer and authorizing all actions necessary to effect the sale and/or credit value of same and declaring an emergency.

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

Mrs. Marra made a motion to approve Resolution No. 2023-18: Mr. Joyce seconded the motion; the old service truck has an approximate value of \$10,000, the HP printer is worth about \$50. The old rectangular Village Hall tables are

included in this Resolution. The Village can choose to reject any bids on the truck if they are not acceptable to the Village. Additional items can be declared surplus at a later date (Chief noted some old printers in office that are no longer used).

Roll call- all were in favor of Resolution No. 2023-18.

d.) Resolution No. 2023-19 (Rules Suspended)

A Resolution authorizing the Mayor to enter into an amended mutual aid agreement with the Lake County Board of Commissioners to add the Lake County Sheriff, or his designee, as a permanent member of the Lake County Narcotics Executive Board of the Lake County Narcotics Agency, and declaring an emergency.

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

Mrs. Hardwick made a motion to approve Resolution No. 2023-19: Mr. Joyce seconded the motion. Mr. O'Leary summarized the purpose of this Resolution; the Sheriff would be added to the Lake County Narcotics Agency Board of Trustees.

Roll call- all were in favor of Resolution No. 2023-19.

e.) Ordinance No. 5-2023 (2nd Reading)

An Ordinance amending Section 10 of the Village of Timberlake Personnel Policies and Procedures (includes the establishment of a Vacation and Sick Leave policy for full-time employees and several corrections/clarifications to Section 10).

Mr. O'Leary recommends that this Ordinance remain on Second Reading, and that a Work Session be scheduled to review this, as well as police recruitment and retention.

Ordinance No. 5-2023 was presented for Second Reading.

f.) Ordinance No. 6-2023 (2nd Reading)

An Ordinance amending Section 700.03 Prohibited Animals of the Codified Ordinances of the Village of Timberlake.

g.) Ordinance No. 7-2023 (2nd Reading)

An Ordinance permitting the keeping and raising of chickens in the Village of Timberlake.

The Mayor noted that we can discuss this at the next Work Session.

h.) Ordinance No. 8-2023 (Rules Suspended)

An Ordinance authorizing the Mayor of the Village of Timberlake to enter into an agreement with the Lake County Board of Commissioners to participate in the Urban Entitlement Community Development Block Grant (CDBG) Program and for the utilization of funds made available by the Housing and Community Development Act of 1974, as amended, and declaring an emergency.

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

Mrs. Marra made a motion to approve Ordinance No. 8-2023; Mrs. Joyce seconded the motion; the purpose of this Ordinance is to allow the County to apply for Housing and Urban Development funding on behalf of the political subdivisions of Lake County. Lake County is considered an Urban County; this agreement would ask that this designation be maintained for another 3 years.

Roll call- all were in favor of Ordinance No. 8-2023.

Reports:

a. Mayor:

- We have been moving forward with fixing up the Playground.
- (Lake County Sewer) cleaned up a couple of storm sewers with roots, as well as some sanitary sewers.
- Moving on to catch basin repairs soon.

b. Solicitor:

- Nothing to report at this time

c. Council Members:

Cynthia Hardwick

- Village Hall continues to be rented out; people like the new tables, especially since they are lighter.

Ryan Konrad

- Sewers
 - Cleaned out some of storm sewers on Owaissa, and Shawondassee (near Mangano)
 - Also, cleaned a Sanitary Sewer on Owaissa
- Playground
 - Equipment has been delivered; slide installed by the Service Department. Mulch will be going in soon.
 - Tic-Tac-Toe module requires additional uprights to be installed; hopefully we can get these by August. Mr. Konrad will inquire about the cost.
- Grants
 - Attended NOACA meeting recently along with Mayor
 - Voiced concerns about Villages having an unequal voice, especially in terms of points given during grant application process
 - Mayor has been a good advocate for the Village; there are few non-board members attending NOACA meetings; voicing his concerns to NOACA.
 - Spoke with ODOT District 12 Coordinator at the NOACA meeting; had been unable to get ahold of via email.
 - Has had 2 fruitful meetings with him since then.

- We do qualify for Systemic Safety Grant
 - If awarded, would be a 90/10 grant; total cost of sidewalk project would be about \$1.2 million, Village Share would be \$180,000 or so.
- Met with Pete Formica to look at Ohio Public Works Commission funding.
- Mayor met with CEO of Laketran Ben Cappell regarding sprucing up our bus stops (there are 4)
 - There would be no big structures; Pete Formica actually designs these for Laketran.
 - Will have a meeting in July with Formica to discuss these.
- Would like to minimize financial burden on Village for potential sidewalk project
- Mayor thanked him for doing a great job.
- Mayor attended air/water quality committee meeting at NOACA
 - Extensive discussion related to their Climate Action Plan
 - Mayor and Mr. Konrad pointed out the benefits of trees in terms of Climate Action potential
 - Emphasized to NOACA that we need to replace our tree canopy
 - Approximately \$6 billion will be available for related Climate Action grants
 - NOACA liked our plan
 - We may be able to get EV Police Cruisers with charging stations via a grant.
 - Mr. Konrad noted that our tree canopy sequesters more Carbon Dioxide, and other harmful gases than our Village produces. Listed other benefits of trees as well.

Jerry Joyce

- Attended the Village Club meeting last week
 - Impressed with the number of people there.
 - Commended President of the Club for her leadership (Mrs. Hardwick)
- Mentioned that his daughter is getting married in September
 - She is very excited by the new tables, and also thought that the paint job brightened up the place. Mr. Joyce commended the Service Department for painting the (inside) of the Village Hall.

Margaret Joyce

- Commented that the Playground looks great; happy that is a smaller slide, especially for kids who are 3-4 years old.
- Noted that the placement of the Village Club signs on Owaissa seemed to be a more prominent spot in the Village; thinks it is a good placement.
 - Related discussion occurred regarding this topic.

Nancy Marra

- Noted that there was a lot of energy at the Village Club meeting; thanked Mrs. Hardwick for her efforts.
- Commended the Sharma's for their service to the Village; is sorry to see them go. They will be moving soon, in case you want to say Goodbye.

Kevin Thompson

- Trees
 - Neighbor next to Village Hall (Klatt) wants to have tree work completed in backyard.
 - Mr. Thompson met with the contractor; they may need access through Parcel A; we may be able to get some free tree work done for allowing clearance.
 - Noted that he is glad our trees are seen in a positive light (by NOACA)
 - Thanked Mrs. Hardwick and the Service Department for improvements to the Village Hall, including the benefits of the lighter tables.
 - Mr. Joyce mentioned that the Village Club has purchased a tree in memory of Ron Mona, who did many great things for the Village Club and the Village.
 - Formal dedication of the tree will occur on Family Fun Day, which is August 6.
 - The Chief noted that several large trees were taken down at 23 East Shore Blvd.; all of these trees were severely rotten. The residents plan to plant new trees.
 - Mr. Thompson said that the Chief did send a message to him and the Mayor regarding the situation. Mr. Thompson was not notified of the trees being taken down, and is uncertain whether these would have fallen under the Village's purview (*Editor's Note: Corrected*).
 - Chief noted that the stumps have already been ground.
 - Related discussion.
 - It was suggested to include a blurb on the benefits of our trees in the Timberlake Times (Mr. Konrad will share with Council)

d. Fiscal Officer:

Monthly Financials:

General Fund- ending balance through May 31, 2023 is \$325,951.99. Month to date revenue was \$78,489.79 vs expenditures of \$50,857.49; there was a transfer out to the newly created Playground Construction Fund of \$8,000.15. Including expenditures and the transfer, there was a net increase of \$19,632.15. Expenditures were in line with estimates for the month.

General Fund Revenue through May 31, 2023 is \$2,778.08 less than last year. This is attributable to lower than expected property tax collection rates, and not as robust income tax collection year to date versus last year.

At this time, based on current estimated spending rates and revenue , we estimate a surplus for the General Fund this year, of around \$78,708; this would not include any additions to the Village Hall or Police Cruiser Capital Funds. The change versus last month in this surplus estimate is largely due to lower than expected income tax revenues, and the transfer to the newly created Playground Construction Fund for the required 25% match for the ODNR grant; overall, if we receive this grant from ODNR, it will be a net benefit to the Village. Again, the Village will need to maintain conservative spending versus total appropriations to achieve this level of surplus; for example, total spending in the General Fund in 2022 was \$647,712 versus total permitted appropriations of \$761,708.

Other Significant Fund Activity and Miscellaneous: we paid our 1st Half Bond Payment for our 2016 Street Improvement Project in the amount of \$20,832.15 to CNB Bank (parent of Erie Bank); this came out of Fund 3902 Paving Improvement OPWC Debt Service and originated from a General Fund Transfer. Additionally, \$840 in refunds were issued from the 9901 Hall Rental Security Deposit Refund Fund.

e. Police Chief- Monthly Report

- The Chief reminded residents about our Fireworks Ordinance, which prohibits the use of fireworks within the Village. She would like to put a reminder in the Times.
- House Bill 47 mandates AEDs for schools and recreation centers, but not municipalities. This prompted the Chief to inspect our AEDs in the Police Department and the Village Hall.
 - The batteries in both units are expired (these AED units were purchased in 2012-2013 at a cost of \$1,699 each)
 - She gave the serial numbers to Zoll (the manufacturer); we also have the original pads.
 - It would be approximately \$242 per unit to purchase new batteries and pads.

- Each unit takes 10 batteries; Amazon has better price on batteries (Duracell). Zoll indicated that this is a good price, and recommended purchase there.
 - More details of units discussed including 7 year warranty, et cetera; units have been used infrequently
 - Units can be refurbished or Village can purchase new ones (cost is currently around \$1,569 each)
 - They accept older units as trade-ins.
 - Units should be serviceable with new parts; unit was used in Police Department.
 - Mr. Konrad recommended a Service Log; additional related discussion.
 - Useful life of about 7-10 years left according to manufacturer.
 - Mr. O'Leary thought Council should weigh in on whether to purchase new parts, or units and suggested this to Chief.
 - Additional discussion about new units
 - Chief noted experience of using AEDs, and how often she used at various locations.
 - Our units do give verbal instructions.
 - Council is ok with purchase of new pads and batteries; additional related discussion.
- The Chief issued 5 warnings via Certified Mail regarding RVs, boats, and junk vehicles; in the past people have avoided coming to the door or indicated that they did not receive notices taped on the door.
 - Receives most complaints regarding these issues in June; Mayor received some follow-up phone calls from residents, but residents have indicated they will comply.
- Monthly Report Statistics
 - There were 3 911 calls, 2 accidents, 1 animal complaint, 6 calls for assistance, 1 civil complaint, 54 community policing checks (beach and playground), 1 domestic violence complaint, 1 road hazard, 75 house checks, 1 call for information, 10 investigations, 3 noise complaints, 6 phone complaints, 1 scam complaint, 1 suspicious circumstance, 2 traffic

stops, 1 transport of prisoner, 1 vandalism complaint, 2 warrants, and 1 welfare check for a total of 173 events.

f. Zoning/Property Maintenance-

- Gary Gray was not in attendance; Mayor provided report. There were 3 garage sale permits, 2 fence permits, 1 deck permit, 1 new sanitary sewer permit, 1 contractor registration, and 1 window permit issued.

Purchases & Approvals:

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

Mrs. Marra made a motion to approve the May, 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):

- David Martin, 16 Keewaydin Drive
 - Read out letter regarding the certified letter and warning notice from the Village he received about his motor home (notice cited 470.10)
 - Mayor mentioned that notices were sent out to entire Village
 - Mayor did not believe it was in violation based on where it is park; also spoke about upcoming events, and Village improvements in the future.
 - Thinks law enforcement and the Village administration have better things to pursue for common good of community.
- Jane Shaveyco, 14 East Shore Blvd.
 - Stands corrected on lack of guidelines for chickens
 - Gave several suggestions for improvement to the proposed Ordinance; says some cities stipulate the distance 25 feet from other dwellings.
 - Is not against chickens, but suggests changing in wording to address unusual lot situations.
 - Mr. Thompson noted that Ordinance requires that chickens are enclosed in a coop.
 - Additional discussion and comments regarding chickens stinking, they will attract other animals, and who will check to make sure people are complying of guidelines after paying the \$10 registration fee.

Editor's Note: for additional details and discussion, please see our You Tube Page link for this meeting: <https://www.youtube.com/watch?v=4zleDHQc1LI>

Adjournment

Mr. Joyce made a motion to adjourn the meeting. Mr. Thompson seconded the motion. Roll call: all were in favor. Meeting adjourned at 7:30 PM.

Called by: Mayor

Posted

Our next regular meeting is Tuesday, August 15, 2023 at 6:30 PM; there will be no Regular Council Meeting in July.

Fiscal Officer, John H. Roskos

Mayor, John Marra