

CITY OF MIDDLEBURG HEIGHTS, OHIO

REGULAR MEETING
JANUARY 10, 2023

The Council of the City of Middleburg Heights, Ohio met in Council Chambers at City Hall on Tuesday, January 10, 2023 for the purpose of conducting a REGULAR MEETING. President of Council David Bortolotto called the meeting to order at 7:00 p.m.

PRESENT:

Matthew Castelli	Mayor
David Bortolotto	President of Council
Tim Ali	Councilman At Large
Bill Meany	Councilman Ward 1
Matthew McGregor	Councilman Ward 2
Michael Ference	Councilman Ward 3
John Grech	Councilman Ward 4
Mary Ann Meola	Clerk of Council

STAFF

ATTENDING:

Santo Incorvaia	Law Director
Jason Stewart	Finance Director
Jim Herron	Service Director
Chuck Bichara	Economic Development Director
Mark Elliott	Recreation Director
Bob Downey	Executive Assistant

ABSENT: Councilman Dan Sage, out of town

PLEDGE OF ALLEGIANCE

MINUTES

Motion by Mr. Ali to approve the minutes of the regular meeting of December 13, 2022. Seconded by Mr. Grech.

MINUTES
APPROVED

ROLL CALL: YEAS 6, NAYS 0, MINUTES APPROVED

Motion by Mr. McGregor to approve the minutes of the executive session of December 13, 2022. Seconded by Mr. Ference.

MINUTES
APPROVED

ROLL CALL: YEAS 6, NAYS 0, MINUTES APPROVED

Motion by Mr. Ali to approve the minutes of the regular meeting of December 27, 2022. Seconded by Mr. Grech.

MINUTES
APPROVED

ROLL CALL: YEAS 6, NAYS 0, MINUTES APPROVED

COMMUNICATIONS

None.

AUDIENCE PARTICIPATION

Patrol Officer Rick Monroe, FTO, introduced our newest Officer Casey Midlik, who was formerly with Cleveland Police.

Officer Casey Midlik said she was very excited to be here and to serve and work with the community.

Members of council welcomed Casey.

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APPOINTMENTS AND CONFIRMATIONS

Mayor Castelli said members of council received a memorandum requesting appointments, adding that both of the appointments filled unexpired terms and now will serve terms of their own.

Mayor Castelli asked to confirm the appointment of Mr. Paul Fredrick to the Board of Zoning and Building Appeals for a term ending 12/31/2027.

On behalf of the mayor, Mr. Bortolotto made a motion to confirm the appointment of Mr. Paul Fredrick to the Board of Zoning and Building Appeals. Seconded by Mr. Ference.

ROLL CALL: YEAS 6, NAYS 0, MOTION CONFIRMED

MOTION 2023-1
APPOINT PAUL
FREDRICK -
(BZA)

Mayor Castelli asked to confirm the appointment of Mr. Con Sullivan to the Planning Commission for a term ending 12/31/2027.

On behalf of the mayor, Mr. Bortolotto made a motion to confirm the appointment of Mr. Con Sullivan to the Planning Commission. Seconded by Mr. Grech.

ROLL CALL: YEAS 6, NAYS 0, MOTION CONFIRMED

MOTION 2023-2
APPOINT CON
SULLIVAN -
(PLANNING
COMMISSION)

ORDINANCES, RESOLUTIONS AND MOTIONS

CITY PARKS, RECREATION & SERVICES COMMITTEE - MR. ALL
CHAIRMAN

No legislation.

FINANCE, TAXATION & ASSESSMENTS COMMITTEE - MR.
BORTOLOTTI, CHAIRMAN

Mr. Bortolotto introduced RESOLUTION 2023-1, A Resolution authorizing the sale by internet auction during calendar year 2023 of municipally owned personal property which is not needed for public use, or which is obsolete or unfit for the use for which it was acquired, pursuant to Ohio Revised Code Section 721.15(D) and MOVED TO ADOPT. Seconded by Mr. Meany.

Mr. Bortolotto said this legislation is done annually, giving the city the opportunity to sell property that is no longer used.

Mr. Stewart said we have been using GovDeals for the last 10-12 years, which has worked out very well. He said this is the annual resolution that we are required to pass that allows the city to sell assets that are no longer in use under the threshold of \$1,000.00.

ROLL CALL: YEAS 6, NAYS 0, RESOLUTION 2023-1 ADOPTED

RES. 2023-1
ADOPTED
AUTHORIZE
INTERNET
AUCTION

LEGISLATION & RULES COMMITTEE - MR. FERENCE, CHAIRMAN

No legislation.

PUBLIC HEALTH, SAFETY & RELIEF COMMITTEE - MR. MCGREGOR,
CHAIRMAN

No legislation.

PUBLIC IMPROVEMENTS COMMITTEE - MR. SAGE, CHAIRMAN

No legislation.

STREETS, UTILITIES & RAILROAD COMMITTEE - MR. MEANY,
CHAIRMAN

Mr. Meany made a motion authorizing Mackay Engineering to prepare the plans and specifications and for the clerk of council to advertise for bids for the 2023 General Pavement Services Agreement. Seconded by Mr. McGregor.

MOTION 2023-3
AUTHORIZE
MACKAY ENG. TO
PREPARE PLANS/
SPECS & CLERK TO
ADVERTISE BIDS
FOR 2023 GENERAL
PAVEMENT
SERVICES

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1 Mr. Meany said this motion is for smaller construction projects mainly repairing
2 and repaving streets where little or no engineering is required. He said the
3 amount is for \$300,000, which was already included in the 2023 budget.

4 ROLL CALL: YEAS 6, NAYS 0, MOTION APPROVED

5 Mr. Meany made a motion authorizing Mackay Engineering to prepare plans and
6 specifications and for the clerk of council to advertise for bids, for the resurfacing
7 of Bardbury Avenue from Nethersole Drive to Pearl Road. Seconded by Mr.
8 McGregor.

9 Mr. Meany said every year the city has applied through Mr. Bichara to the
10 Cuyahoga County Department of Development for a grant through the CDBG,
11 which is the Community Development Block Program. He said this grant is for
12 the resurfacing of Bardbury Avenue from Nethersole Drive to Pearl Road.

13 ROLL CALL: YEAS 6, NAYS 0, MOTION APPROVED

14 Mr. Meany made a motion authorizing TMS Engineers to prepare plans and
15 specifications and for the clerk of council to advertise bids for the Bagley Road
16 Traffic Signal Support Replacement Project. Seconded by Mr. Ali.

17 Mr. Meany said this is for the replacement of poles at the following locations:

- 18 • Bagley Road and Craigmere Drive
- 19 • Bagley Road and Fry Road
- 20 • Bagley Road and Middlebrook Blvd.
- 21 • Bagley Road and Middleburg Heights Community Center
- 22 • Bagley Road and Fire Station Entrance
- 23 • Bagley Road & Municipal Center Entrance

24 ROLL CALL: YEAS 6, NAYS 0, MOTION APPROVED

25 Mr. Meany made a motion authorizing Mackay Engineering to prepare plans and
26 specifications and for the clerk of council to advertise for bids for the resurfacing
27 of Shelburne Drive from Bennington Boulevard to Delaware Drive and Pawnee
28 Trail from James Drive to Gerald Drive and the reconstruction of Arrowhead
29 Trail in 2024. Seconded by Mr. Ali.

30 Mr. Meany said Shelburne will be an asphalt overlay, Pawnee Trail will be an
31 asphalt overlay with concrete repairs and Arrowhead Trail will be a full depth
32 replacement, curb replacement and driveway apron replacement.

33 ROLL CALL: YEAS 6, NAYS 0, MOTION APPROVED

34 ZONING & BUILDING CODE COMMITTEE – MR. GRECH, CHAIRMAN

35 No legislation.

36 Mayor Castelli introduced RESOLUTION 2023-2, A Resolution authorizing the
37 mayor to sign a Second Amendment to Agreement for Public Safety Dispatch
38 Services between the City of Strongsville, OH and the City of Middleburg
39 Heights, OH and moved to adopt. On behalf of the mayor, Mr. Bortolotto
40 MOVED TO ADOPT. Seconded by Mr. Meany.

41 Mayor Castelli said this agreement is for our dispatch with the City of
42 Strongsville. He said our monthly cost will be going up from approximately
43 \$37,000 a month to approximately \$40,000 a month.

44 ROLL CALL: YEAS 6, NAYS 0, RESOLUTION 2023-2 ADOPTED

MOTION 2023-4
AUTHORIZE
MACKAY ENG. TO
PREPARE PLANS/
SPECS & CLERK TO
ADVERTISE BIDS
FOR RESURFACING
OF BARDBURY AVE.

MOTION 2023-5
AUTHORIZE
TMS ENGINEERS TO
PREPARE PLANS/
SPECS & CLERK
TO ADVERTISE
BIDS FOR BAGLEY
ROAD TRAFFIC
SIGNAL REPLACE-
MENT PROJECT

MOTION 2023-6
AUTHORIZE
MACKAY ENG. TO
PREPARE PLANS/
SPECS & CLERK TO
ADVERTISE BIDS
FOR RESURFACING
OF SHELBURNE DR.,
PAWNEE TRAIL &
ARROWHEAD TRAIL
IN 2024

RES. 2023-2
ADOPTED
SECOND AMENDMENT
TO AGREEMENT -
PUBLIC SAFETY
DISPATCH SERVICES
BETWEEN CITY OF
STRONGSVILLE &
CITY OF MIDDLE-
BURG HEIGHTS

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1 Mayor Castelli introduced RESOLUTION 2023-3, A Resolution authorizing the
2 mayor to enter into an Intergovernmental Agreement with Chagrin Valley
3 Dispatch Service for Motorola CAD Software for use in the Southwest
4 Emergency Dispatch Center and moved to adopt. On behalf of the mayor, Mr.
5 Bortolotto MOVED TO ADOPT. Seconded by Mr. Grech.

6 Mayor Castelli said the Southwest Dispatch Center is looking to upgrade their
7 software. He said this software is being purchased by Chagrin Valley Dispatch,
8 and the communities involved with Southwest Dispatch will put an agreement
9 together in order to use the Motorola CAD Software. Mayor Castelli said there
10 are many benefits from having this new system. He also said the Motorola system
11 will all intergrade better with our Motorola radio system. Mayor Castelli said we
12 will also be able to track our resources better, and have a good understanding
13 where our resources are at any given time. He said if we were not part of the
14 Southwest Dispatch Center, we would have to pay all of the capital costs,
15 operating costs, etc.

16 ROLL CALL: YEAS 6, NAYS 0, ORDINANCE NO. 2023-3 ADOPTED

18 Mayor Castelli introduced ORDINANCE NO. 2023-4, An Ordinance amending
19 Section 123.045 "Composition of Department" of the Middleburg Heights
20 Codified Ordinances and moved to adopt. On behalf of the mayor, Mr. Bortolotto
21 MOVED TO ADOPT. Seconded by Mr. Ference.

22 Mayor Castelli said this was reviewed last night at the streets committee meeting
23 with Service Director Herron. He said no additional bodies are being added.

24 Mayor Castelli said going from six to eight equipment operators is not adding
25 people, but adding two additional certifications. He said adding these two more
26 certifications should be extremely beneficial to our operations. Mayor Castelli
27 said instead of having a lead mechanic, we are going to have four mechanics. He
28 said the lead mechanic position will remain open. Mayor Castelli said right now,
29 a supervisor is overseeing the mechanics, as well as handling his other duties.

30 Mr. Herron said we didn't have an operator on second shift from 3-11 p.m., so
31 this will give us an operator on each shift, 24 hours a day, especially in the winter.

32 Mr. Ference said he assumed existing employees will gain this certification, and
33 asked if additional training would be required.

34 Mr. Herron said about a year and a half ago, some employees had training through
35 Great Lakes and they all passed the test. He said they hired the highest testing
36 people, but since it's been a year a half we are going to send them back to Great
37 Lakes to get some more training.

38 Mr. Ali asked with the juggling of these positions if there was any additional
39 expense to the city.

40 Mr. Herron said there would be an hourly increase, but it was nominal.

41 Mr. Stewart said there would be approximately \$1.50 per hour increase between
42 an operator and a laborer, equaling approximately \$3,000 a year.

43 Mayor Castelli said with not filling the lead mechanic position, you are saving a
44 little there. He also said their training budget would cover this.

45 Mr. Herron said he believes it was a couple thousand dollars, he said he would not
46 ask for any additional appropriation.

47 ROLL CALL: YEAS 6, NAYS 0, ORDINANCE NO. 2023-4 ADOPTED

49 Mayor Castelli introduced RESOLUTION 2023-5, A Resolution authorizing the
50 mayor to enter into an agreement with OHM Advisors for the Central Park Master
51 Planning Project and moved to adopt. On behalf of the mayor, Mr. Bortolotto
52 MOVED TO ADOPT. Seconded by Mr. McGregor.

53 Mayor Castelli said this was discussed in detail last night at committee. He said
54 they went through an exhaustive process in order to find a consulting firm to help
55 us with the Master Plan for Central Park. Mayor Castelli said seven firms

RES. 2023-3
ADOPTED
INTERGOVERNMENTAL
AGREEMENT WITH
CHAGRIN VALLEY
DISPATCH SERVICE
(MOTOROLA CAD
SOFTWARE)

ORD. 2023-4
ADOPTED
AMEND CODIFIED:
SECTION 123.045
"COMPOSITION OF
DEPARTMENT"

RES. 2023-5
ADOPTED
AGREEMENT: OHM
ADVISORS (CENTRAL
PARK MASTER
PLANNING PROJECT)

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submitted proposals. He said they went through an interview process with five of those firms. Mayor Castelli said three firms emerged as the top fits for the project. He said additional interviews were held with those firms, and ultimately through that process OHM emerged as the consulting firm that was best suited for this project.

Mr. Ali said he will be abstaining due to the fact that he owns a home over there.

Mr. Bortolotto said this legislation is introduced by Mayor Castelli, Councilman Bortolotto, Councilman Sage, Councilman Meany, Councilman McGregor, Councilman Ference and Councilman Grech because this is such historic project. Mr. Ference asked if this was the same company that is doing Baldwin Creek.

Mayor Castelli said Schirmer Construction is actually doing that project, but Jeremy who happens to be one of the principals at OHM did help advise on the trails.

ROLL CALL: YEAS 5, NAYS 0, ABSTAIN, 1, ALL ORDINANCE NO. 2023-5 ADOPTED

COUNCIL COMMITTEE REPORTS

City Parks, Recreation & Services Committee – Mr. Ali, Chairman

Mr. Ali wished everyone a happy, healthy 2023.

Finance, Taxation & Assessments Committee – Mr. Bortolotto, Chairman

Mr. Bortolotto congratulated the city on the wonderful decorations that were done for the holidays. He also wished all of his colleagues, the employees and the residents a Happy New Year.

Legislation & Rules Committee – Mr. Ference, Chairman

Mr. Ference said he continues to receive positive feedback from the residents about the way things are going with the various projects. He also wished everyone a Happy New Year.

Public Health, Safety & Relief Committee – Mr. McGregor, Chairman

Mr. McGregor extended a Happy New Year to everyone.

Public Improvements Committee – Mr. Sage, Chairman

No report.

Streets, Utilities & Railroad Committee – Mr. Meany, Chairman

Mr. Meany said his committee met last night and discussed the motions made this evening.

Zoning & Building Code Committee – Mr. Grech, Chairman

No report.

MAYOR'S REPORT

Mayor Castelli gave an update on the Baldwin Creek Preserve Trail. He said he looks forward for Spring and doing a ribbon cutting at the new Preserve Trail. Mayor Castelli said at this time he didn't expect any issues with having the project finished by May 1st.

LAW DIRECTOR

No report.

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FINANCE DIRECTOR

Mr. Stewart said year-end reports went out last week, and said we were able to wrap up another successful year for the city. He said we were able to add to the financial strength by approximately \$2.1 million dollars, which will allow us to continue to invest in our community with the many exciting projects that we have going on. Mr. Stewart said he looks forward to an exciting 2023.

RECREATION DIRECTOR

Mr. Elliott said winter programming has started and the building is a lot busier these days with people's New Year's resolutions.

ECONOMIC DEVELOPMENT DIRECTOR

Mr. Bichara said he previously distributed the Middleburg Heights Comprehensive Master Plan to all members of council and the directors. He thanked the mayor and council for their support. Mr. Bichara said this project was started, and the mayor found the grant for this project in 2019. He said this was a record breaking project, as far as community involvement. Mr. Bichara said this was the first Comprehensive Master Plan in 50 years. He said they certainly look forward to this being a dynamic document, and we have already begun projects that are listed in this document as well. Mr. Bichara thanked everyone for their support.

Mr. Bortolotto thanked Mr. Bichara for the time, effort and focus that he put into this Master Plan.

SERVICE DIRECTOR

Mr. Herron said at the end of the year, congress recently approved an appropriation for \$2.7 million for the Regional Sewer District for the Smith Road Detention Basin Project. He anticipates that this will take a year or two with the engineering, wetlands, etc. Mr. Herron said it is great news that this money is appropriated through a federal appropriation. He said there will be many meetings with the sewer district as that project progresses.

Mr. Ference asked Mr. Herron if the basin on Smith Road was the one by Stroud Road.

Mr. Herron said yes.

Mr. Ference said if the money has been appropriated, could something start happening there in 2023.

Mr. Herron anticipated at the earliest 2024-2025 due to the engineering and wetland issues that would need to be dealt with.

EXECUTIVE ASSISTANT

Mr. Downey said at the last council meeting, council was updated on the current situation with the police administration building. He said he reported that all of the bids were open and everything was ready to go with the exception of two items. Mr. Downey said the one exception was the heaters that are inside the garage area, but they have arrived and have been installed and inspected. He said the last exception was the bullet proof glass windows. Mr. Downey said the shipping date for the windows was to be January 9th. He said apparently they aren't ready to go and we are still awaiting a delivery date. Mr. Downey said once the windows get here and are off loaded, it will probably take 10 days to two weeks to complete the installation of the windows. He said once that happens there are just a couple inspections left to do on the building.

Mayor Castelli said the reason the windows would take 10-14 days is because of the weight of these windows. He said these are thick windows that are extremely

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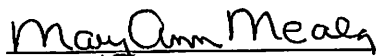
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1 heavy. Mayor Castelli said Chief Tomba is already putting plans together for a
2 move in date.
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5 There being no further business, Mr. Bortolotto made a motion to adjourn.
6 Seconded by Mr. Meany. Mr. Bortolotto adjourned the meeting at 7:40 p.m.
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11 David Bortolotto
12 President of Council
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17 Mary Ann Meola
18 Clerk of Council
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