

CITY OF MIDDLEBURG HEIGHTS, OHIO

REGULAR MEETING
APRIL 8, 2025

The Council of the City of Middleburg Heights, Ohio met in Council Chambers at City Hall on Tuesday, April 8, 2025 for the purpose of conducting a REGULAR MEETING. President of Council David Bortolotto called the meeting to order at 6:00 p.m.

PRESENT:	Matthew Castelli	Mayor
	David Bortolotto	President of Council
	Dan Sage	Councilman At Large
	Bill Meany	Councilman Ward 1
	Matthew McGregor	Councilman Ward 2
	Michael Ference	Councilman Ward 3
	Trish Gable	Council Secretary

STAFF ATTENDING:	Santo Incorvaia	Law Director
	Jason Stewart	Finance Director
	Jim Herron	Service Director
	Chuck Bichara	Economic Dev. Director
	Mark Elliott	Recreation Director
	Ed Tomba	Police Chief

PLEDGE OF ALLEGIANCE

MINUTES

Motion by Mr. McGregor to approve the minutes of the regular meeting of March 25, 2025. Seconded by Mr. Meany. MINUTES APPROVED

ROLL CALL: YEAS 5, NAYS 0, MINUTES APPROVED

COMMUNICATIONS

None.

AUDIENCE PARTICIPATION

Dr. Conrad Lindes, 13375 Old Pleasant Valley Road, referred to two items on the agenda tonight about grants to homeowners. He said one is for exterior home maintenance, and one to prevent sewer backups. Dr. Lindes said he thinks both of the grants are a great idea but he said when he read through the legislation it doesn't say who decides who gets the grants, how much the grants will be or the criteria. He said that could make some people wonder if the process is straightforward or not.

Mayor Castelli said there will be a very specific process. He said what we want to make sure once this legislation is passed, as we set up the process, if we had to change the process or do something like that, you didn't have to come back to have another ordinance passed if we changed the amount from \$2,500 like we are doing with the sewer backup grant to \$3,000. Mayor Castelli said they want to set up a structure that will ensure that all of the communication and the application process is very clear on exactly how to apply, what the criteria would be to get the grant and how we ultimately select those that would receive the grant. He said everything will be outlined.

Mr. Bortolotto said last night we spoke about this at the finance committee meeting, and Mr. Minch presented that talking about many of the details, as the mayor said they will be nailing down.

APPOINTMENTS AND CONFIRMATIONS

None.

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3 ORDINANCES, RESOLUTIONS AND MOTIONS

4 CITY PARKS, RECREATION & SERVICES COMMITTEE – MR. ALI
5 CHAIRMAN

6 No legislation.
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9 FINANCE, TAXATION & ASSESSMENTS COMMITTEE – MR.
10 BORTOLOTTO, CHAIRMAN

11 Mr. Bortolotto introduced ORDINANCE NO. 2025-18, An Ordinance to make
12 supplemental appropriations for current expenditures and expenses for the City of
13 Middleburg Heights for the calendar year 2025 and MOVED TO ADOPT.
14 Seconded by Mr. Ference.

ORD. 2025-18
ADOPTED
SUPPLEMENTAL
APPROPRIATIONS

15 Mr. Bortolotto said this was discussed last night at the finance committee
16 meeting. He said the original legislation had \$30,000 for some equipment, which
17 has been removed. Mr. Bortolotto said this ordinance has been amended for just
18 the two items that are identified on this legislation.

19 ROLL CALL: YEAS 5, NAYS 0, RESOLUTION NO. 2025-18 ADOPTED
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23 Mr. Bortolotto introduced RESOLUTION NO. 2025-19, A Resolution
24 authorizing the sale of certain automobiles no longer needed for any municipal
25 purpose and MOVED TO ADOPT. Seconded by Mr. Sage.

RES. 2025-19
ADOPTED
AUTHORIZE SALE
OF AUTOMOBILES

26 Mr. Bortolotto said this was also discussed at the finance committee meeting last
27 night. He said most of the vehicles are in really bad shape so they are going to be
28 put up for auction.

29 ROLL CALL: YEAS 5, NAYS 0, RESOLUTION NO. 2025-19 ADOPTED
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32 Mr. Bortolotto introduced RESOLUTION NO. 2025-20, A Resolution
33 authorizing the service director to dispose of equipment no longer needed for any
34 municipal purpose and MOVED TO ADOPT. Seconded by Mr. Meany.

RES. 2025-20
ADOPTED
AUTHORIZE
DISPOSAL OF
EQUIPMENT

35 Mr. Bortolotto said this was discussed last night at the finance committee
36 meeting. He said the service department would like to get rid of some old
37 equipment that is no longer needed.

38 ROLL CALL: YEAS 5, NAYS 0, RESOLUTION NO. 2025-20 ADOPTED
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41 Mr. Bortolotto made a motion to authorize the finance director to make a payment
42 in the amount of \$38,000 for a grant to Quadax, Incorporated for the Quadax Job
43 Creation Grant. Seconded by Mr. Meany.

MOTION 2025-6
PAYMENT:
QUADAX
(JOB CREATION
GRANT)

44 Mr. Bortolotto said this was discussed at the finance committee meeting last
45 night. He said this motion is part of the Job Creation Grant Program, which is an
46 annual grant provided that the businesses continue to comply with the terms of the
47 respective agreement in regards to job creation and retention.

48 ROLL CALL: YEAS 5, NAYS 0, MOTION APPROVED
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52 Mr. Bortolotto made a motion to authorize the finance director to make a payment
53 in the amount of \$28,910.93 for a grant to Fat Head's Brewing for the Fat Head's
54 Brewing Job Creation Grant. Seconded by Mr. McGregor.

MOTION 2025-7
PAYMENT:
FAT HEAD'S
(JOB CREATION
GRANT)

55 Mr. Bortolotto said this too was discussed last night at the finance committee
56 meeting. He said Mr. Bichara made a presentation. Mr. Bortolotto reiterated that
57 this is an annual grant for the retention of these businesses.

58 Mayor Castelli said not to put Mr. Bichara on the spot, but he can usually
59 remember the numbers a little bit better than he can. He said as you are going
60 through these grants which we have done every year, he asked him Mr. Bichara to
61 go over how many jobs were created.

62 Mr. Bichara said this year we have three active grants, and we did the review on
all of them. He said for the number of employees, Quadax has 342 employees in

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Middleburg Heights in total, Fat Heads has 126 employees and Bagley AHI, which is the Residence Inn, has 17 employees. Mr. Bichara said that is a total of 485 employees this year for the three grants that are in question. He said he did provide a summary memo in addition to the detailed memo for each of the grants. Mr. Bichara said for each dollar spent on job creation grants this year, we receive at least \$1.82 in return from direct payroll withholding.

Mr. Bortolotto thanked Mr. Bichara and said he very much appreciated Mr. Bichara's presentation last night at their committee meeting.

ROLL CALL: YEAS 5, NAYS 0, MOTION APPROVED

Mr. Bortolotto made a motion to authorize the finance director to make a payment in the amount of \$126,389.10 for a grant to Bagley AHI, LLC for the Bagley AHI, LLC Job Creation Grant. Seconded by Mr. Meany.

Mr. Bortolotto said all of the grant details were just reviewed.

ROLL CALL: YEAS 5, NAYS 0, MOTION APPROVED

MOTION 2025-8
PAYMENT:
BAGLEY AHI, LLC
(JOB CREATION
GRANT)

LEGISLATION & RULES COMMITTEE – MR. ZAKEL, 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

No legislation.

ZONING & BUILDING CODE COMMITTEE – MR. FERENEC, CHAIRMAN

No legislation.

Mayor Castelli introduced ORDINANCE NO. 2025-21, An Ordinance establishing an Exterior Home Maintenance Grant Program for residential dwellings in the City of Middleburg Heights and moved to adopt. On behalf of the mayor, Mr. Bortolotto MOVED TO ADOPT. Seconded by Mr. Ference.

Mayor Castelli said the City of Middleburg Heights is excited to offer an exterior home maintenance grant. He said the Middleburg Heights Exterior Maintenance Opportunity (MEMO) Grant is a new initiative aimed at supporting homeowners in our community with the cost of exterior repairs, renovations, improvements and exterior property maintenance code remediation. Mayor Castelli said by supporting exterior improvements, we aim to help residents maintain and enhance their property and ensure that our community remains a welcoming and thriving place for all. He thanked city council for their support of this grant, and said he would like to take the opportunity to talk about the other grant as well. Mayor Castelli said we did the Sanitary Sewer Backup Grant a couple years ago. He said that was very successful and helped many homeowners protect their basements from flooding. Mayor Castelli said there are some requirements that you have to go through to receive the grant. He said ultimately we want to make sure not only the home is protected, but also the residential areas on that particular street are also protected. Mayor Castelli said we have found multiple cross-connections and opportunities to make improvements that not only help the homeowner, but also all of the individuals living on that street. He said we are going to expand the

ORD. 2025-21
ADOPTED
ESTABLISH
EXTERIOR HOME
MAINTENANCE
GRANT PROGRAM

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3 Sanitary Sewer Backup Grant to add upgrades to septic systems, and to also allow
4 for grants for waterproofing. Mayor Castelli thanked city council for their
5 support. He said through grants and some other expenditures, we have spent well
6 over ten million dollars improving the infrastructure of our community to deal
7 with flooding issues. Mayor Castelli said this grant is just another opportunity to
8 help our homeowners.
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10 Mr. Bortolotto said this was discussed last night at the committee meeting and
11 added that homeowners have some skin in the game too, correct.
12 Mayor Castelli said the backflow valve used to be \$2,500 but it is going to go to
13 \$3,000, which is pretty much the cost of a backflow preventer. He said that
14 \$3,000 is giving to the recipient so they can put a backflow valve or some of those
15 other items like putting a new septic system in, waterproofing, lateral replacement
16 and things like that could potentially contributing to flooding issues. Mayor
17 Castelli said the MEMO Grant, which is the Exterior Maintenance Grant, is a
18 25% match up to \$3,000. He said we also ask that people are putting at least
19 \$3,000 into their home. Mayor Castelli said they want this to be a substantial
20 improvement to the home, because not only again do we think it is good for the
21 homeowner and home values but it is also good for the entire neighborhood. He
22 said this is just another way for the city to help, adding that we are doing very
23 well as a community and he is happy to be able to provide this to our residents.
24 Mr. Ference said both of these ordinances are significant upgrades to what we
25 successfully had over the past years. He said especially the adding of
26 waterproofing and cross connections that often homeowners don't even know
27 they have until they have a problem. Mr. Ference said every one of those
28 problems corrected in a home is helping the entire neighborhood. He said one
29 cross contamination could be catastrophic for a neighborhood. Mr. Ference said
30 these upgrades are pretty significant and welcomed.
31 Mayor Castelli said we have found that nearly 60 percent of the sewer grants that
32 we had given out, we have found some type of cross connection or issue that was
33 occurring that now has been addressed. He said it takes maybe two cross
34 connections on a street during large storms that can create an enormous amount of
35 flooding for a variety of homes on that street. Mayor Castelli said this has been a
36 very successful program and again he really appreciates city council's support in
37 expanding this program to allow for waterproofing as well.
38 Mr. McGregor said just for accountability sake, he confirmed that the homeowner
39 had to have the work done already and then bring the receipts in to get the grant.
40 Mayor Castelli said that is correct, it is a reimbursement.
41 ROLL CALL: YEAS 5, NAYS 0, ORDINANCE NO. 2025-21 ADOPTED

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48 Mayor Castelli introduced ORDINANCE NO. 2025-22, An Ordinance amending
49 Ordinance 2023-70 so as to expand the current Sanitary Sewer Backup Reduction
50 Grant Program for residential dwellings in the City of Middleburg Heights and
51 moved to adopt. On behalf of the mayor, Mr. Bortolotto MOVED TO ADOPT.
52 Seconded by Mr. McGregor.
53 Mayor Castelli said on September 12, 2023, the city passed Ordinance No. 2023-
54 70 establishing a Sanitary Sewer Backup Reduction Grant Program to diagnose
55 sewer-related problems our residents are facing and to assist resident by offsetting
56 a portion of the expense that a homeowner would incur to modify the residential
57 plumbing systems to provide sewer backup protection. He said the city would
58 like to expand the current program to include septic replacement, septic to
59 sanitary conversion, and waterproofing in addition to current eligible projects that
60 include the elimination of sanitary sewer cross connections; the replacement of
61 sanitary sewer laterals, the lining of sanitary sewer laterals, the installation of
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ORD. 2025-22
ADOPTED
EXPAND SANITARY
SEWER BACKUP
REDUCTION GRANT
PROGRAM

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2 backwater prevention devices and other similar basement flooding protection
3 measures approved by the City.

4 ROLL CALL: YEAS 5, NAYS 0, ORDINANCE NO. 2025-22 ADOPTED

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6 COUNCIL COMMITTEE REPORTS

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

8 No report.

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

12 No report.

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14 Legislation & Rules Committee – Mr. Zakel, Chairman

15 No report.

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

19 No report.

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21 Public Improvements Committee – Mr. Sage, Chairman

22 No report.

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

25 Mr. Meany reminded everyone that the next Streets Committee meeting will be
26 on Monday, April 14th at 6:00 p.m.

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29 Zoning & Building Code Committee – Mr. Ference, Chairman

30 No report.

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33 MAYOR'S REPORT

34 Mayor Castelli said the City of Middleburg Heights will be participating this year
35 in the National Day of Prayer. He said we had done this in the past, but when the
36 pandemic hit it went away for a period of time. Mayor Castelli said he is very
37 happy to say it is coming to the city. He thanked Dr. Conrad Lindes and many of
38 the churches in the community that are organizing this National Day of Prayer
39 within the city, which is May 1st. He said there will be more information on this
40 to come. Mayor Castelli reiterated that he appreciated all of the efforts of those
41 involved in making this happen.

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44 LAW DIRECTOR

45 No report.

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48 FINANCE DIRECTOR

49 No report.

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52 RECREATION DIRECTOR

53 Mr. Elliott said we will host the Easter Egg Hunt on Saturday, April 19th out back
54 in the park.

55 Mr. Ference thanked Mr. Elliott for the information that he provided at the
56 committee meeting last night. He said a lot of good information was presented
57 and he is really happy to learn all of the stuff that is going on.

58 Mr. McGregor echoed what Mr. Ference said, but also asked what time the Easter
59 Egg Hunt started.

60 Mr. Elliott said it begins at 9:00 a.m., and depending on the age group it goes up
61 from there. He said the exact times are on the website.

62 Mayor Castelli said typically there is approximately four sessions or so.

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Mr. Elliott said yes, plus a couple years ago they also started the Adaptive Program, which Kiwanis and the Key Club also help with that.

ECONOMIC DEVELOPMENT DIRECTOR

Mr. Bichara said the fence has gone up around the Sears property and said the remediation work has started inside the building. He said they will keep you apprised as that project progresses.

SERVICE DIRECTOR

No report.

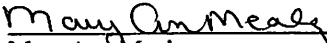
POLICE CHIEF

No report.

There being no further business, Mr. Bortolotto made a motion to adjourn. Seconded by Mr. Sage. Mr. Bortolotto adjourned the meeting at 6:25 p.m.



David Bortolotto
President of Council



Mary Ann Meola
Clerk of Council