

CITY OF MIDDLEBURG HEIGHTS, OHIO

REGULAR MEETING  
MAY 13, 2025

The Council of the City of Middleburg Heights, Ohio met in Council Chambers at City Hall on Tuesday, May 13, 2025 for the purpose of conducting a REGULAR MEETING. President of Council David Bortolotto called the meeting to order at 6:00 p.m.

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PRESENT: Matthew Castelli Mayor  
David Bortolotto President of Council  
Tim Ali Councilman At Large  
Dan Sage Councilman At Large  
Bill Meany Councilman Ward 1  
Matthew McGregor Councilman Ward 2  
Michael Ference Councilman Ward 3  
John Zakel 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 Dev. Director  
Mark Elliott Recreation Director  
Briant Galgas Fire Chief

PLEDGE OF ALLEGIANCE

MINUTES

Motion by Mr. Ali to approve the minutes of the regular meeting of April 22, 2025. Seconded by Mr. Sage. MINUTES APPROVED

ROLL CALL: YEAS 7, NAYS 0, MINUTES APPROVED

COMMUNICATIONS

None.

AUDIENCE PARTICIPATION

None.

APPOINTMENTS AND CONFIRMATIONS

None.

ORDINANCES, RESOLUTIONS AND MOTIONS

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

No legislation.

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

Mr. Bortolotto made a motion to authorize the finance director to cut a check for \$2,000 for the Middleburg Heights Food Pantry. Seconded by Mr. Zakel. MOTION 2025-9 DONATION TO MIDDLEBURG HEIGHTS FOOD PANTRY  
ROLL CALL: YEAS 7, NAYS 0, MOTION APPROVED

Mr. Bortolotto made a motion to authorize the finance director to cut a check for \$2,000 for SCAN. Seconded by Mr. Meany. MOTION 2025-10 DONATION TO SCAN  
ROLL CALL: YEAS 7, NAYS 0, MOTION APPROVED

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1 Mr. Bortolotto introduced ORDINANCE NO. 2025-24, An Ordinance to make ORD. 2025-24  
2 supplemental appropriations for current expenditures and expenses for the City of ADOPTED  
3 Middleburg Heights for the calendar year 2025 and MOVED TO ADOPT. SUPPLEMENTAL  
4 Seconded by Mr. Ference. APPROPRIATION

5 Mr. Bortolotto said this was discussed at the finance committee meeting. He said  
6 this appropriation for \$25,000 is to demolish the home at 7071 Big Creek  
7 Parkway for the building of our next Big Creek Detention Basin.

8 ROLL CALL: YEAS 7, NAYS 0, ORDINANCE NO. 2025-24 ADOPTED

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10 Mr. Bortolotto introduced RESOLUTION NO. 2025-25, A Resolution accepting RES. 2025-25  
11 the Consortium Bid of Cargill, Inc. – Salt Road Safety for treated sodium chloride ADOPTED  
12 for the 2025/2026 season (11/1/2025 – 10/31/2026) and MOVED TO ADOPT. ACCEPT CONSORTIUM  
13 Seconded by Mr. Meany. BID - CARGILL

14 Mr. Bortolotto said this was also discussed at the finance committee meeting. He (TREATED SODIUM  
15 said we have a contract with Cargill, and said the treated sodium chloride is CHLORIDE)  
16 \$74.81 per ton for dump delivery and \$80.30 per ton for piler delivery.

17 ROLL CALL: YEAS 7, NAYS 0, RESOLUTION NO. 2025-25 ADOPTED

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20 Mr. Bortolotto introduced RESOLUTION NO. 2025-26, A Resolution accepting RES. 2025-26  
21 the Consortium Bid of Cargill, Inc. – Salt Road Safety for untreated sodium ADOPTED  
22 chloride for the 2025/2026 season (11/1/2025 – 10/31/2026) and MOVED TO ACCEPT CONSORTIUM  
23 ADOPT. Seconded by Mr. Ference. BID - CARGILL

24 Mr. Bortolotto said this too was discussed at the finance committee meeting. He (UNTREATED SODIUM  
25 said the city buys treated and untreated sodium chloride. Mr. Bortolotto said the CHLORIDE)  
26 untreated sodium chloride is \$61.40 per ton dump delivery and \$69.63 per ton for  
27 piler delivery.

28 ROLL CALL: YEAS 7, NAYS 0, RESOLUTION NO. 2025-26 ADOPTED

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31 LEGISLATION & RULES COMMITTEE – MR. ZAKEL, CHAIRMAN

32 No legislation.

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35 PUBLIC HEALTH, SAFETY & RELIEF COMMITTEE – MR. MCGREGOR,  
36 CHAIRMAN

37 No legislation.

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40 PUBLIC IMPROVEMENTS COMMITTEE – MR. SAGE, CHAIRMAN

41 No legislation.

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43 STREETS, UTILITIES & RAILROAD COMMITTEE – MR. MEANY,  
44 CHAIRMAN

45 Mr. Meany introduced RESOLUTION NO. 2025-27, A Resolution authorizing RES. 2025-27  
46 the mayor and finance director to enter into a contract with Crossroads Asphalt ADOPTED  
47 Recycling, Inc. for the 2025 Street Repair – Webster Road and Craigmere Drive CONTRACT:  
48 and MOVED TO ADOPT. Seconded by Mr. McGregor. CROSSROADS ASPHALT  
49 Street Repair Program of Webster Road and Craigmere Drive, in the amount of (2025 STREET REPAIR  
50 \$689,112.00. WEBSTER ROAD &  
51 CRAIGMERE DRIVE)

52 ROLL CALL: YEAS 7, NAYS 0, RESOLUTION NO. 2025-27 ADOPTED

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56 ZONING & BUILDING CODE COMMITTEE – MR. FERENCE, CHAIRMAN

57 No legislation.

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60 COUNCIL COMMITTEE REPORTS

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

62 Mr. Ali reminded everyone of the 22<sup>nd</sup> Annual Food Drive, which will be held  
this Saturday, May 17<sup>th</sup> at 10:00 a.m. at Heinen's.

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

Mr. Bortolotto said himself, Mayor Castelli and Councilman Ference attended Arbor Day at Big Creek Elementary School. Mr. Bortolotto thanked the students and asked that the large thank you card that they made be passed around for all to see.

Legislation & Rules Committee – Mr. Zakel, Chairman

No report.

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

No report.

Public Improvements Committee – Mr. Sage, Chairman

No report.

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

Mr. Meany said the streets committee met last night and minutes were emailed to everyone today.

Zoning & Building Code Committee – Mr. Ference, Chairman

Mr. Ference said the zoning and building code committee met last Monday and minutes were already distributed. He said the reception they received from Big Creek Elementary was very warm and pleasant, and that Arbor Day was a very nice event.

MAYOR'S REPORT

Mayor Castelli said today with Service Director Herron, Foreman Bryan Bartch, and Superintendent Mike Nadeo, we attended the pre-construction meeting for the resurfacing and realignment project handled by County Public Works for Smith Road between Sheldon and Pearl Road. He said we spent a lot of time going over the scheduling, and said we want to work with them to ensure there is good communication going out to the residents. Mayor Castelli said a lot of information will be on the website as this project gets started. He said as you all know, this is a much needed project that council and the administration has worked very hard to ultimately get the county to resurface this road. Mayor Castelli said in addition to the resurfacing, as he mentioned previously, is the realignment of that large, dangerous curve that is over the railroad tracks toward Stroud Road. He said more information will be to come on that, but wanted to let you know that the project will be starting soon. He said one of the requests that Service Director Herron and he made was to see if we could get this to start after the school year ended on May 29<sup>th</sup>. He said they initially wanted to start a few days earlier than that, but thinks they have agreed to drop off materials but not to have the road go one way until after the school year. Mayor Castelli said this will give them a couple months head start before fall to do the utility work that they will be doing, including waterline and storm sewer improvements. He said during heavy rain events, that area tends to flood and this will address a lot of those issues as well.

Mr. McGregor said abutting the railroad tracks is potentially going to be a retention basin and he asked if that is going to be worked on at the same time. He said that was with NEORSD and asked for an update on that.

Mayor Castelli said the city purchased that land for the intent that a potential basin would be place there that the NEORSD would be working on. He said that is not supposed to start until after this project.

Mr. Herron said he would anticipate that wouldn't start until after Sheldon Road. Mayor Castelli said there are two large projects coming over the next few years. He said there is the area over by the Dog Park that tends to flood in large storms.

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1 Mayor Castelli said that street is going to be raised and they are going to fix that  
2 culvert to make sure everything flows properly. He said they want to start that  
3 first.  
4 Mr. Herron said they are going to do that first, and said the cost of that project  
5 would be approximately \$6,000,000. He said at the earliest, they would do the  
6 detention in 2026. Mr. Herron said it likely might even be pushed out until 2027.  
7 Mr. McGregor asked if Middleburg Heights and Brook Park will work together  
8 on that with NEORSD.  
9  
10 Mr. Herron said they have not asked us for any cost on that. He said this will  
11 really benefit Brook Park. Mr. Herron said Brook Park will get a big benefit from  
12 both projects.  
13 Mr. Ference said the Smith Road project is a much needed and welcomed  
14 infrastructure improvement. He said he has been alerting citizens over the past  
15 several months, that this is going to be a little bit messy and an inconvenience, but  
16 to bear with us. Mr. Ference said he thought we were looking at about three to  
17 four months.  
18  
19 Mr. Herron said he would say until at least November. He said the project is  
20 formally scheduled until May, if they have to come back in the spring to do  
21 restoration work. Mr. Herron said we have worked with Perk on the other section  
22 of Smith Road and they do move pretty quickly, and provide quality work.  
23 Mayor Castelli said this is a \$3.6 million dollar project and said we have been  
24 very successful working with the county to get a vast majority of this paid through  
25 grants. He said in addition to the sewer and waterlines, resurfacing, and re-  
26 alignment the street, we will also be putting concrete aprons down the entire  
27 street. Mayor Castelli said we are also putting a larger sidewalk from Big Creek  
28 to Pearl Road, which will ultimately connect to the multi-purpose trail that is  
29 being installed as we speak.  
30  
31 Mr. Ference said this is going to be a great project, adding that people are going to  
32 love it. He said we will just have to bear with the inconvenience for a little bit.  
33 Mr. Ference said it is such a heavily traveled road, it will affect just about every  
34 resident.  
35  
36 Mr. Herron said it will and it will be an inconvenience.  
37 Mr. McGregor asked if signage will be put up soon, like what we did on Big  
38 Creek when we had to close that down there by the basin.  
39 Mr. Herron said the contractor will put up signage, and they are going to deliver  
40 notices to all of the residents on Smith Road.  
41 Mayor Castelli said he and the chief have been talking and think this may be an  
42 opportunity and said we can have more targeted messaging using the Code Red  
43 System. He said he didn't know if that would be allowed since this isn't an  
44 emergency, but said they will talk to the chief to see if we can do that type of  
45 messaging to let people know when it will be started. Mayor Castelli said Public  
46 Works has a monthly update on the project, and said that link will be on our  
47 website and will continue to make sure people can understand what is next each  
48 month.  
49  
50 Mr. Herron said like any large county project, there will be a project manager. He  
51 said there will be an onsite project manager and Perk will have one of their  
52 superintendents out there. Mr. Herron said we have full-time coverage on this.  
53 He said they work Monday through Friday.  
54 Mayor Castelli said their work hours will be Monday through Friday from 7:30  
55 a.m. - 3:30 p.m.  
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57 Mr. Ali said as far as the NEORSD project on Smith Road, are they going to  
58 damage a brand new street with their heavy equipment when they go to dig that  
59 water retention area.  
60  
61 Mayor Castelli said it is going to be a well-constructed street, so it is designed to  
62 handle heavy equipment. He said the reality is they are not ready to do it. Mayor  
Castelli said of course he would have preferred to have that in first, but this is

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1 ultimately when the grant funding became available. He said they may not be  
2 doing that project for another couple of years.

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5 LAW DIRECTOR

6 No report.

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8 FINANCE DIRECTOR

9 No report.

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12 RECREATION DIRECTOR

13 Mr. Elliott said as we approach the end of May, our summer really begins to kick  
14 off. He said the outdoor water park opens on Saturday, May 24<sup>th</sup>. Mr. Elliott said  
15 on Monday, May 26<sup>th</sup> the Memorial Day Ceremony will take place at the police  
16 station at 10:30 a.m. He said on May 27<sup>th</sup>, baseball and softball will start. Mr.  
17 Elliott said our first concert of the year will be on Saturday, May 31<sup>st</sup> at 6:30 p.m.

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20 ECONOMIC DEVELOPMENT DIRECTOR

21 Mr. Bichara said this evening as council approved legislation authorizing the  
22 contract for the street program this year, he wanted to point out that the city was  
23 awarded a \$50,000 grant from the county for the resurfacing of Craigmere Drive  
24 from Webster Road to Nethersole. He thanked city council and Mayor Castelli for  
25 their support of our applications for that grant.

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28 SERVICE DIRECTOR

29 Mr. Herron said Mr. Stewart let him know today that we did receive our County  
30 Preventative Maintenance reimbursement that we submit every year. He said the  
31 city received \$69,398.14. Mr. Herron said that pays for material costs, asphalt,  
32 concrete, crack sealing, striping, adding that one of our street striping is paid for  
33 through this grant. He thanked the County Executive, County Council and the  
34 Public Works Director for their support.

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37 FIRE CHIEF

38 No report.

39 Mayor Castelli asked the chief if he could provide an update for council on the  
40 new vehicles.


41 Chief Galgas said they are hoping to see them the first of next month. He said  
42 fingers crossed that they will be here for the Summer in the City.

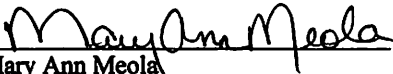
43 Mayor Castelli asked the chief if it will be both vehicles.

44 Chief Galgas said that was what was rumored. He said he doesn't know that for a  
45 fact.

46 Mayor Castelli said once those vehicles are in, we will have a brand new fleet.

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50 There being no further business, Mr. Bortolotto made a motion to adjourn.  
51 Seconded by Mr. Ference. Mr. Bortolotto adjourned the meeting at 6:26 p.m.

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56 David Bortolotto  
57 President of Council

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62 Mary Ann Meola  
Clerk of Council