

CITY OF MIDDLEBURG HEIGHTS, OHIO

REGULAR MEETING
OCTOBER 28, 2025

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The Council of the City of Middleburg Heights, Ohio met in Council Chambers at City Hall on Tuesday, October 28, 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
Tim Ali 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 Development Director
Ed Tomba Police Chief
Mark Elliott Recreation Director

ABSENT: Councilman Dan Sage (ill)

PLEDGE OF ALLEGIANCE

MINUTES

Motion by Mr. Ali to approve the minutes of the regular meeting of October 14, 2025 and the minutes of the executive session of October 14, 2025. Seconded by Mr. Meany. MINUTES APPROVED

ROLL CALL: YEAS 6, NAYS 0, MINUTES APPROVED

COMMUNICATIONS

Memorandum from Planning Commission dated October 22, 2025 advising members recommended approval of Stage 2 of the Southland Planned Mixed Use Development. Further action needed by Council. FILE AS RECORD

Mayor Castelli said at this moment, we would like to invite our guests from Polaris Career Center to come up to the microphone. He said he didn't know if the community was aware, but we are very excited to announce that it is their 50th year as a career center. Mayor Castelli said we are extremely fortunate to have Polaris here in Middleburg Heights. He said it is not just for our students and adults that live in Middleburg Heights, but also the surrounding communities. Mayor Castelli said career centers are becoming more and more important every day, and he appreciated them being here this evening. He read a proclamation in its entirety before presenting it to Polaris. Mayor Castelli extended congratulations to Polaris Career on their 50th anniversary. He said Mr. Bichara worked very closely with Polaris, and asked him to present the proclamation to them.

Mr. Doug Miller, Director of Marketing & Community Engagement, Polaris Career Center said on behalf of their staff, students and administration, he thanked the city for this recognition. He said honestly, throughout their 50 years, they wouldn't be who they are without the support of the city. Mr. Miller said the mayor, Mr. Bichara and council have been big advocates of what they do. He said as they celebrate

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1 their 50th year, career tech is more popular than it has ever been. Mr. Miller said
2 they have had approximately 200 students on a waiting list. He said that was a big
3 rationale for their expansion, allowing them to serve over 140 new high school
4 students, not to mention adult programs that they are still considering and creating.
5 Mr. Miller said they are celebrating their 50th throughout the whole year, everything
6 that they do is about their 50th and is about celebrating what they have done in the
7 past, as well as an exciting future. He said on Thursday night, there will be a
8 community open house and trick or trade event. Mr. Miller said this is very much
9 a family friendly affair, hoping the folks from the community can come out and see
10 our building to see what we have done but to also have fun while doing it. He said
11 there will also be other things during the year, including a ribbon cutting in March
12 for their new expansion.

13 Ms. Diane Xander, Superintendent, Polaris Career Center, said she has been with
14 Polaris for 12 years, and became the Superintendent last January. She said she is
15 super excited about their future, growth and partnering with communities. Ms.
16 Xander said Middleburg Heights is a wonderful community and they are honored
17 to be in Middleburg Heights. She said she met Mr. Bichara early on in her career
18 at Polaris and is looking forward to their future growth and partnering in a greater
19 aspect with all of you. Ms. Xander said she met Chief Tomba a couple weeks ago,
20 and looks forward to doing some programming. She reiterated her thanks and
21 appreciation for all of the support.

22 Mr. Ference commended Mr. Miller, Ms. Xander and all of the people at Polaris
23 for the great work they do. He said they have been a treasure to the community for
24 50 years, and this latest chapter is really exciting. Mr. Ference said you have created
25 a center that addresses the needs of modern manufacturing. He again thanked them
26 for all of their efforts.

27 Mr. McGregor also congratulated Polaris. He said he has been a teacher in the
28 district for many, many years. Mr. McGregor said he sees the students thrive that
29 he has had in his class that have come back from Polaris or vice versa as they are
30 going over there. He said he is also excited that you have added the nursing
31 programs and the medical side too. Mr. McGregor said it used to be just the blue
32 collar job type situation, especially now with the medical field expanding and sees
33 a lot more high school girls getting into it and thriving with that aspect as well. He
34 extended kudos and said he looks forward to the open house. Mr. McGregor
35 thanked Polaris for being a great community partner for the school district as well.
36 Mr. Bortolotto dovetailed off what both Mr. McGregor and Mr. Ference said. He
37 sits on the board at the Southwest General Hospital, and he said the hospital is very
38 thankful for that program. Mr. Bortolotto said we as a community are blessed to
39 have you and again thanked Polaris for everything that they do.

40 Mr. Ali said his sister graduated from Polaris and is a beautician. He said she owns
41 a beauty shop, Vita Bella in Brunswick and she came back and taught with some
42 other kids and did the programs and is doing very well. Mr. Ali said you guys did
43 a great job training her.

44 AUDIENCE PARTICIPATION

45 Mr. Leonard Catanese, 13429 Byron Boulevard, said he would like to commend
46 Polaris and said this made him realize how old he is because he was part of the first
47 graduating class. He said his main concern was when he went to Aldi's the other
48 day and as they were headed there they passed Verizon over by the old Mercury
49 theater, and said there are two lanes of one turning left and one turning right. Mr.
50 Catanese said there is nothing saying that you can't go straight so he said he and
51 another car both went to go straight one from the left lane and one from the right
52 and asked if you're not allowed to go straight there. He said if you can go straight,
53 maybe an arrow could be added that says which lane can go straight or turn.

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2 Mr. Bortolotto said he is referring to the parking lot.
3 Mayor Castelli confirmed he was coming out of Southland. He said he will send
4 this over to Mr. Herron and Chief Tomba. Mayor Castelli said they can take a look
5 at this and make sure it is signed appropriately.
6 Chief Tomba said he is familiar with it, but would like to take a minute to look into
7 this.
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10 Ms. Donna Sasey, 16720 Fowles Road, wondered if there was some way she could
11 get some help to get the landscape built up higher at Honda where they tore the last
12 building down. She said she has been working with Councilman McGregor and he
13 has been great regarding the noise that comes from their music that was playing
14 24/7. Ms. Sasey said now that they tore the building down, she sees Pearl Road
15 and hears the traffic more. She said she has been home a lot more now with the
16 government shutdown, and sees and hears everything from Pearl Road. Ms. Sasey
17 asked if possibly higher bushes could be placed in front of the first three houses on
18 Fowles, so they don't have to look at a parking lot full of cars.

19 Mr. McGregor thanked Ms. Sasey for coming this evening, and said it is nice to put
20 a face to the name and the number now. He said he is glad that the chief has helped
21 with the noise. Mr. McGregor said to your point, he thinks it was Mr. Frye that had
22 Honda before and said the parking lot in the back had stringent requirements in
23 terms of the landscaping. He said he hasn't seen plans and is guessing the Planning
24 Commission saw these plans for the new buildings. Mr. McGregor asked if they
25 would have approved the landscaping on this.

26 Ms. Sasey said she did get that from Kim Earley and she also spoke to Keith. She
27 said Keith didn't seem to know when he was looking at them how high each bush
28 or tree was. Ms. Sasey said to her it looked like they were keeping short shrubs.
29 She said she is the third house over from Flowerama, and said the first three houses
30 all have short shrubs that are like three feet high. Ms. Sasey said if they want to
31 keep those that is fine, but asked if they could possibly alternate and place a higher
32 shrub every so many shrubs, or could they do the taller arborvitae that they put in a
33 little bit further down. She said the old Honda dealership when they tore all of
34 those houses down, were supposed to mound that whole area and they only
35 mounded one section of it.
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40 Mr. McGregor said the residents at the other end also had concerns about that and
41 we were able to work with them to get some more pine trees at that end, especially
42 because of the lights that were coming off the parking lot closer to the 71 bridge.
43 He said he doesn't know the thoughts of the administration and council, but maybe
44 we could get some more and work with the new Honda ownership to see if that was
45 possible.
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47 Mayor Castelli said we will look at the plans and what the requirements were,
48 including the original requirements and what the landscape requirements are with
49 the remodel and rebuild. He asked if anything was taken out on that side.

50 Ms. Sasey said no they didn't take anything out, she works at NASA and with the
51 shutdown she is home and thinks she is just noticing it more. She said she did not
52 know that building was coming down, she said she wasn't aware of that. Ms. Sasey
53 said she talked to the general manager regarding the landscaping and he said he
54 would work with her on it, but she felt she was being pushed off because he
55 mentioned he had a budget. She said they just spent millions of dollars on this
56 building, she felt they could afford \$500 in trees.
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58 Mayor Castelli said he wanted to make sure that nothing was taken out. He said he
59 would work with Mr. McGregor to go over to the location and will follow-up with
60 them to see what the requirements were and if they were met, and if not we will
61 work with them to see if we can get some additional plantings.
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1 Mr. McGregor confirmed with Ms. Sasey that it was ok if he shared her phone
2 number with the mayor.

3 Ms. Sasey said sure, and thanked Mr. McGregor for all of his help.

4 Mr. Ali said he spoke to the owner a few months ago regarding a different subject,
5 and he seems like a very nice guy and is confident that he is going to work with
6 everybody.
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9 APPOINTMENTS AND CONFIRMATIONS

10 None.

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12 ORDINANCES, RESOLUTIONS AND MOTIONS

13 CITY PARKS, RECREATION & SERVICES COMMITTEE – MR. ALLI
14 CHAIRMAN

15 No legislation.

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18 FINANCE, TAXATION & ASSESSMENTS COMMITTEE – MR.
19 BORTOLOTTI, CHAIRMAN

20 Mr. Bortolotto introduced RESOLUTION NO. 2025-64, A Resolution authorizing
21 the mayor and finance director to enter into a contract with Travelers Insurance
22 Company and The Fedeli Group for the city's insurance coverages and MOVED
23 TO ADOPT. Seconded by Mr. Meany.

RES. 2025-64
ADOPTED
CONTRACT -
CITY'S
INSURANCE
COVERAGES

24 Mr. Bortolotto said this was discussed at the finance committee meeting. He said
25 this was a scenario where there were three bids that came back, and The Fedeli
26 Group was the lowest at \$317,587.

27 Mr. Stewart said the proposal from Travelers Insurance Company was
28 approximately three percent lower than our existing coverage. He said we have
29 been Travelers in the past and they are a good carrier and recommended moving
30 back to Travelers.
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33 ROLL CALL: YEAS 6, NAYS 0, RESOLUTION NO. 2025-64 ADOPTED

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35 LEGISLATION & RULES COMMITTEE – MR. ZAKEL, CHAIRMAN

36 No legislation.

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39 PUBLIC HEALTH, SAFETY & RELIEF COMMITTEE – MR. MCGREGOR,
40 CHAIRMAN

41 Mr. McGregor introduced RESOLUTION NO. 2025-65, A Resolution authorizing
42 the mayor or his designee to enter into a new member participation agreement with
43 Chagrin Valley Dispatch Council and MOVED TO ADOPT. Seconded by Mr.
44 Ference.

RES. 2025-65
ADOPTED
AGREEMENT:
CHAGRIN VALLEY
DISPATCH COUNCIL

45 Mr. McGregor said Chagrin Valley Dispatch was in attendance at our last safety
46 committee meeting. He said several years ago we had dispatch in house in the City
47 of Middleburg Heights, then we went to Strongsville. Mr. McGregor said
48 Strongsville decided they are no longer going to host so the CEO came out and
49 spoke to us at the safety committee meeting, talked about the benefits and gave
50 great detail about the new building that is going to be built. He said services will
51 not decrease at all, and will probably get better. Mr. McGregor said all of the
52 employees that are at the Strongsville dispatch right now, were offered jobs to go
53 over there and 31 out of 33 accepted. He said no one will be displaced in terms of
54 employment. Mr. McGregor said through the efforts of the mayor, Chief Tomba
55 and Chief Galgas, we are moving forward with this.

56 Chief Tomba said there will not be any change in service. He said they will
57 physically still dispatch from the dispatch center in Strongsville until the new
58 building is built. Chief Tomba said then all of the dispatchers and all the
59 municipalities will be under one roof. He said it is very efficient, and this is a long
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standing dispatch center that will serve the residents, law enforcement and public safety of Middleburg Heights for years to come.

ROLL CALL: YEAS 6, NAYS 0, RESOLUTION NO. 2025-65 ADOPTED

PUBLIC IMPROVEMENTS COMMITTEE – MR. SAGE, CHAIRMAN

No legislation.

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

Mr. Meany introduced ORDINANCE NO. 2025-66, An Ordinance amending Section 123.045 “Composition of Department” of the Middleburg Heights Codified Ordinances and MOVED TO ADOPT. Seconded by Mr. McGregor.

Mr. Meany said our charter designates the composition of the number of employees in a particular job classification. He said the current max number for a crew leader is one and this ordinance would permit two crew leaders, which will allow the service department to better meet their current operational needs.

ROLL CALL: YEAS 6, NAYS 0, ORDINANCE NO. 2025-66 ADOPTED

ORD. 2025-66
ADOPTED
AMEND CODIFIED:
SECTION 123.045
"COMPOSITION OF
DEPARTMENT"

ZONING & BUILDING CODE COMMITTEE – MR. FERENCE, CHAIRMAN

Mr. Ference said with regard to the Southland Mixed Use Development Project, he scheduled a public hearing for Tuesday, November 25th at 5:45 p.m. on the Planned Mixed Use Development Application submitted by TDR Management to redevelop the area between 6875-6879 Smith Road.

SCHEDULE PUBLIC
HEARING -
SOUTHLAND MIXED
USE DEVELOPMENT
PROJECT

Mayor Castelli introduced ORDINANCE NO. 2025-67, An Ordinance vacating a portion of Morningside Avenue and PLACED ON FIRST READING AND REFERRED TO PLANNING COMMISSION.

ORD. 2025-67
FIRST READING &
REFER TO PLANNING
COMMISSION

Mayor Castelli introduced ORDINANCE NO. 2025-68, An Ordinance to make supplemental appropriations for current expenditures and expenses for the City of Middleburg Heights for the calendar year 2025 and moved for suspension of Charter Section 4.10 (5 day delivery requirement) & Council Rule 3 (24 hour agenda requirement). On behalf of the mayor, Mr. Bortolotto moved for suspension of Charter Section 4.10 (5 day delivery requirement) and Council Rule 3 (24 hour agenda). Seconded by Mr. Meany.

ORD. 2025-68
ADOPTED
SUPPLEMENTAL
APPROPRIATIONS

ROLL CALL: YEAS 6, NAYS 0, RULES SUSPENDED

Mayor Castelli moved to adopt. On behalf of the mayor, Mr. Bortolotto MOVED TO ADOPT. Seconded by Mr. Zakel.

Mayor Castelli said this item is the balance of the State Brownfield Grant. He said there is \$254,000 left in the grant. Mayor Castelli said if you recall we had a \$1,000,000 grant for the demolition of the old Burlington site and a \$5,500,000 grant for the demo of the Sears site. He said we are closing in on the end of the demo of both of those particular projects. Mayor Castelli said this is the remaining dollars that are left, and as we close in on the remaining items for the Burlington site we just wanted make sure if there was a need for any change orders over the next few weeks that we would have an appropriation available. He said no additional monies are being spent, this is all covered and does not impact our general fund.

Mr. Bortolotto said this makes sense, and appreciated this being brought up so we can wrap this up.

Mayor Castelli said this particular item just came up within the last hour and a half, and one of the reasons we are asking council to do this as an emergency, was if we waited until the next Council meeting on November 11th, all of the demo work needs to be completed by November 15th. He said if something did come up, that

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1 wouldn't give us much time to work with the contractor to do any work. Mayor
2 Castelli said we wanted to make sure that we have access to the remaining dollars
3 available in the grant just in case something came up.

4 Mr. Ference said he is just happy that we have these funds available. He said it will
5 help facilitate that project and getting it moving along.

6 Mayor Castelli thanked the team here that was very much involved, and said Mr.
7 Bichara was instrumental putting the grant legislation together. He said we were
8 one of the top recipients out of the state to get the \$5,500,000 grant for Sears, which
9 has always been a big barrier to the redevelopment of that site. Mayor Castelli
10 confirmed with Mr. Bichara that grants of that size aren't even being done anymore.
11 He said if we would have waited, or weren't awarded that grant we would not have
12 been able to cover the cost of the Sears demo. He said he really appreciated the
13 efforts of the team here. Mayor Castelli said we were very proactive going after
14 this, and said he knows there were thousands of applications. He said we were told
15 we were ranked number five in the state.

16 ROLL CALL: YEAS 6, NAYS 0, ORDINANCE NO. 2025-68 ADOPTED

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20 COUNCIL COMMITTEE REPORTS

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

22 No report.

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

26 Mr. Bortolotto again congratulated Polaris on their 50th anniversary.

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28 Legislation & Rules Committee – Mr. Zakel, Chairman

29 No report.

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

32 No report.

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35 Public Improvements Committee – Mr. Sage, Chairman

36 No report.

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

40 No report.

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

43 Mr. Ference referred to the packets in front of council on the mixed use
44 development. He commended all of the folks that made the presentation at the
45 planning commission meeting last week. Mr. Ference said any questions you might
46 have about that project is answered in those two packets. He said he really
47 appreciated the efforts that they put forth to inform us of everything they are doing.
48 Mr. Bortolotto said he looks forward to that being built, he said that is a beautiful
49 building.

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52 MAYOR'S REPORT

53 Mayor Castelli said trick or treat will be on Halloween. He said there was some
54 discussion among the three cities with high school football on Friday. Mayor
55 Castelli said Middleburg Heights has always had Halloween on Halloween day. He
56 said if you make changes it is hard to communicate that out to everybody and it
57 creates a lot of confusion. Mayor Castelli again reiterated that trick or treat will be
58 on Friday from 6:00-8:00 p.m.

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2 LAW DIRECTOR

3 Mr. Incorvaia asked that council consider a motion to convene into Executive
4 Session for the following purpose: (1) Discussion of pending or imminent litigation
5 pursuant to ORC Section 121.22(G)(3).

6 On behalf of Mr. Incorvaia, Mr. Bortolotto made the above mentioned motion.

7 Seconded by Mr. Ference.

8 ROLL CALL: YEAS 6, NAYS 0, MOTION APPROVED
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11 FINANCE DIRECTOR

12 No report.

13 Mayor Castelli said Mr. Stewart usually doesn't have a report but wanted to
14 mention that we are spending a lot of time working on our budgets for 2026, and
15 look forward to being able to present that to you in the next couple months. He
16 said we have met right now our forecasted numbers for tax withholding for the year.
17 Mayor Castelli said we hope that we just have a lot of added additional funding
18 over the next couple months, so that is a good thing. He said he is very happy with
19 how the numbers are looking for the City of Middleburg Heights.

20 Mr. Stewart said they will have the budget in the next couple weeks, not the next
21 couple months.

22 Mayor Castelli said he is appreciative of all of the work that the finance team does
23 to put the budget together.

24 Mr. Ference said it may seem like the finance director doesn't have a report, but he
25 has a very thorough report that is emailed every month, that could take hours to
26 read.

27 Mayor Castelli said he does, and if you recall since he became mayor we have
28 added multiple reports that council can see in regards to every expenditure that
29 takes place, etc. He said he appreciates the team putting this together.
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34 RECREATION DIRECTOR

35 Mr. Elliott said we have the Sinatra and Friends event this weekend that we are
36 hosting on Saturday evening. He said a number of winter program registrations for
37 adults and kids are going on now until at least the end of the month.

38 Mr. McGregor referred to a post regarding adult volleyball leagues, and wondered
39 if that was something that was still happening at the rec.

40 Mr. Elliott said what they are doing right now, the girls is the only volleyball
41 program that they have been running which has been very large and their
42 tournament will end this weekend.

43 Mr. McGregor said there used to be leagues.

44 Mayor Castelli asked if that was something that he would like to explore.

45 Mr. McGregor said it was a post, someone had seen the nets up and asked if they
46 were doing adult volleyball leagues. He said years ago, they used to have them.

47 Mr. Elliott said if they had requests they would open it up just like they do with
48 open basketball, but nothing formally been organized.
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52 ECONOMIC DEVELOPMENT DIRECTOR

53 No report.
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56 SERVICE DIRECTOR

57 Mr. Herron referred to the new landscaping and encouraged council to drive down
58 Smith Road. He said it looks fantastic, and you get a better idea of what the street
59 is meant to be and will be in the future. Mr. Herron said we have the traffic signal
60 project going on now, and said they will be doing the one signal in front of the
61 community center and then the fire station tomorrow. He said next Wednesday,
62 the one in front of city hall will be done. Mr. Herron said then Big Creek Parkway

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1 will tentatively be the following Wednesday. He said that will be the time to stay
2 away from Bagley and Big Creek, there is no easy way to do this and there will be
3 lot of congestion there. Mr. Herron said the new poles look great and he thinks
4 everyone will be very pleased with that project. He said the grinding of Revere
5 Circle, Elmdale and Claremont will be on Thursday and Friday. Mr. Herron said
6 then the final asphalt will be done. He said they are also doing a portion of Engle
7 Road tomorrow from Fowles to the railroad tracks. Mr. Herron said as a reminder,
8 those are part of our General Pavement Services. He said if there are any questions
9 from the residents to just let them know. Mr. Herron said they will put out the no
10 parking signs, adding that we still have time to finish the asphalt.
11 Mr. McGregor asked Mr. Herron to thank the service guys, adding that there were
12 three water main breaks, on two new roads that were put in the last couple months.
13 He said these roads look great and he wanted to thank Mr. Herron for that.
14 Mayor Castelli asked Mr. Herron if he had any updates on the resurfacing on Smith
15 Road.
16 Mr. Herron said he has contacted the county to find out their timeline. He said the
17 sewer work is going a little slower than expected, because of AT&T conflicts, and
18 also a conflict with First Energy, which has now been worked around. Mr. Herron
19 said he should hopefully have an update by the end of the week. He said the county
20 is managing that, and said even if it snows, Perk would have to go out there and
21 plow the snow too because that is part of their responsibility for that road project.
22 Mr. Ference said they have been working vigorously on those sewers for the last
23 two weeks.
24 Mr. Herron said it is frustrating and they appreciate the patience of the residents.
25 He said looking at the size of the sewers and how that road used to flood all the
26 time. Mr. Herron said that area, especially around Rivals flooded all the time. He
27 said those sewers should certainly help us and when the new detention basin is put
28 in by the sewer district by Stroud should also help alleviate a lot of the issues that
29 we have had over there.
30 Mr. Ference referred to the composition of department legislation, and said at the
31 committee meeting, Mr. Minch distributed a list of all of the job titles, and he asked
32 him if he could put names to the times, which Mr. Minch got for him the next day.
33 He was appreciative and said to thank him for that.
34 Mayor Castelli referred to leaf pickup
35 Mr. Herron said it is going well.

36 POLICE CHIEF

37 No report.

38 Start Executive Session: 6:50 p.m.

39 Following the Executive Session, Mr. Bortolotto reconvened the Regular Meeting
40 of Council at 7:51 p.m.

41 PRESENT: Matthew Castelli Mayor
42 David Bortolotto President of Council
43 Tim Ali Councilman-At-Large
44 Bill Meany Councilman Ward 1
45 Matthew McGregor Councilman Ward 2
46 Michael Ference Councilman Ward 3
47 John Zakel Councilman Ward 4
48 Mary Ann Meola Clerk of Council
49 Santo Incorvaia Law Director
50 Jason Stewart Finance Director
51 Jim Herron Service Director

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2 Chuck Bichara Economic Development Director
3 Kim Kerber Engineer
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5 There being no further business, Mr. Bortolotto made a motion to adjourn.
6 Seconded by Mr. McGregor. Mr. Bortolotto adjourned the meeting at 7:51 p.m.
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11 David Bortolotto
12 President of Council

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16 Mary Ann Meola
17 Clerk of Council
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