

CITY OF MIDDLEBURG HEIGHTS, OHIO

REGULAR MEETING
NOVEMBER 11, 2025

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The Council of the City of Middleburg Heights, Ohio met in Council Chambers at City Hall on Tuesday, November 11, 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
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

PLEDGE OF ALLEGIANCE

MINUTES

Motion by Mr. Meany to approve the minutes of the regular meeting of October 28, 2025 and the minutes of the executive session of October 28, 2025. Seconded by Mr. Zakel. MINUTES APPROVED

ROLL CALL: YEAS 6, NAYS 0, MINUTES APPROVED

COMMUNICATIONS

None.

AUDIENCE PARTICIPATION

Ms. Melanie Rak, Chief Program Officer, Cuyahoga County Board of Developmental Disabilities, said she attended a council meeting last November to reintroduce you a little bit to the work that they do at Cuyahoga DD. She said this year, she recognized an important milestone for them which was the 20th anniversary of their last levy. Ms. Rak said two-thirds of Cuyahoga DD \$150,000,000 budget comes from a 3.9 mill levy that was passed by voters in 2005. She said from birth to adulthood they support people with developmental disabilities to live their best lives. Ms. Rak said their mission is to support and empower people with developmental disabilities to live, learn, work and play in their communities. She said last year they served 185 people with DD here in Middleburg Heights, and throughout the county they serve over 15,000 people Ms. Rak said that is a twenty percent increase from their last levy. She said over the last twenty years, the levy has supported people with disabilities to have services such as early intervention, therapies, and consultative services in their schools, transition service for adults, housing and employment services. Ms. Rak said in addition to their work supporting people with disabilities in Cuyahoga County, they strive to be a resource to our communities and welcome any opportunity to have more conversations as to how they can support residents here in Middleburg Heights.

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APPOINTMENTS AND CONFIRMATIONS

None.

ORDINANCES, RESOLUTIONS AND MOTIONS

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

No legislation.

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

Mr. Bortolotto introduced ORDINANCE NO. 2025-69, An Ordinance to make supplemental appropriations for current expenditures and expenses for the City of Middleburg Heights for the calendar year 2025 and MOVED TO ADOPT. Seconded by Mr. McGregor. ORD. 2025-69
ADOPTED
SUPPLEMENTAL
APPROPRIATIONS

Mr. Bortolotto said these appropriations were discussed at the finance committee meeting. He said \$22,400 was for a damaged traffic pole that the city is being reimbursed for by the insurance company. Mr. Bortolotto said there is also \$135,000 to be used for Southland Redevelopment as a balance of a State Brownfield Grants for potential change orders. Mayor Castelli said similar to the first item, the \$135,000 would be totally reimbursed through the grant.

ROLL CALL: YEAS 6, NAYS 0, ORDINANCE NO. 2025-69 ADOPTED

Mr. Bortolotto introduced RESOLUTION NO. 2025-70, A Resolution authorizing the mayor and finance director to enter into contracts for employee health coverage with Medical Mutual of Ohio for a period of one year and MOVED TO ADOPT. Seconded by Mr. Meany. RES. 2025-70
ADOPTED
CONTRACT:
MEDICAL
MUTUAL

Mr. Bortolotto said this was also discussed at the finance committee meeting. He said this is for employee health coverage through Medical Mutual of Ohio. Mr. Bortolotto said this is for a period of one year. He said The Fedeli Group, the City's health insurance broker, has recommended accepting this proposal. Mr. Bortolotto said this was the lowest and best bid, with an increase of 2.4%. He said the overall total program increase is well below current trends in Northeast Ohio.

ROLL CALL: YEAS 6, NAYS 0, RESOLUTION NO. 2025-70 ADOPTED

Mr. Bortolotto introduced RESOLUTION NO. 2025-71, A Resolution directing the mayor and finance director to set and adopt standards safeguarding against cybersecurity threats and ransomware attacks and declaring an emergency and MOVED TO ADOPT. Seconded by Mr. Ference. RES. 2025-71
ADOPTED
SET/ADOPT
STANDARDS -
CYBERSECURITY
THREATS AND
RANSOMWARE
ATTACKS

Mr. Bortolotto said this was discussed at the finance committee meeting. He said pursuant to the Auditor of State's Bulletin 2025-007, we as a city are required to set and adopt standards safeguarding against cybersecurity threats and ransomware attacks. Mr. Bortolotto said the city intends to enact a Cybersecurity Program that is compliant with Ohio Revised Code Section 9.64, enacted through H.B. 96 that safeguards the entity's data, information technology, and information technology resources.

ROLL CALL: YEAS 6, NAYS 0, RESOLUTION NO. 2025-71 ADOPTED

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Mr. Bortolotto introduced ORDINANCE NO. 2025-72, An Ordinance authorizing the mayor to enter into a contract extension with Senior Transportation Connection of Cuyahoga County for Senior Transportation Services and MOVED TO ADOPT. Seconded by Mr. Meany.

ORD. 2025-72
ADOPTED
CONTRACT
EXTENSION -
SENIOR
TRANSPORTATION
CONNECTION

Mr. Bortolotto said this too was discussed at the finance committee meeting. He said this is a contract extension with STC of Cuyahoga County for senior transportation services. Mr. Bortolotto said this is \$8,800 per month, and we really don't have a choice adding that there aren't a lot of services out there to pick. He said this is our best option.

Mr. Stewart said as you said, this is the best option and they have been a great service provider for the city for the past 15-20 years.

Mr. Bortolotto confirmed that this is used by other cities as well.

Mr. Stewart said yes, North Olmsted, Solon, Shaker Heights and several others as well.

ROLL CALL: YEAS 6, NAYS 0, ORDINANCE NO. 2025-72 ADOPTED

Mr. Bortolotto introduced RESOLUTION NO. 2025-73, A Resolution authorizing the mayor to sign an agreement with the City of Parma for prisoner housing services and MOVED TO ADOPT. Seconded by Mr. Sage.

RES. 2025-73
ADOPTED
AGREEMENT:
CITY OF PARMA
(PRISONER
HOUSING SERVICES)

Mr. Bortolotto said this was discussed in committee as well. He said this authorizes the mayor to sign an agreement with the City of Parma for prisoner housing services at \$225 per day per prisoner. Mr. Bortolotto said we don't use them often, but they are a backup.

Mr. Ference asked Chief Tomba that this is a per diem rate, but in the past calendar year we have not needed to use them. He confirmed that said this is just a backup in case Strongsville is full.

Chief Tomba said that is correct. He said this would be for when Strongsville would be full and can't take any other prisoners.

ROLL CALL: YEAS 6, NAYS 0, RESOLUTION NO. 2025-73 ADOPTED

Mr. Bortolotto introduced ORDINANCE NO. 2025-74, An Ordinance authorizing the mayor to enter into an agreement with the Cuyahoga County Board of Health for 2026-2027 Phase II Stormwater Services related to Minimum Control Measure (MCM) #3 Illicit Discharge Detection and Elimination (IDDE) and MOVED TO ADOPT. Seconded by Mr. Ference.

ORD. 2025-74
ADOPTED
AGREEMENT:
BOARD OF
HEALTH
(2026-2027
PHASE II
STORMWATER
SERVICES)

Mr. Bortolotto said this was discussed as well at the finance committee meeting. He said this authorizes the mayor to enter into an agreement with Cuyahoga County Board of Health for 2026-2027 Phase II Stormwater Services related to Minimum Control Measure #3 Illicit Discharge Detection and Elimination. Mr. Bortolotto said the cost for this for the entire year is \$500.

Mr. Ference said he understands that the Board of Health tests our water to make sure it is compliant with EPA codes, but said we have done well over the past several years.

Mr. Herron said we are getting better. He said over the years, we have also discovered that there were some cross connected sewers.

Mr. Ference confirmed that they make sure we are compliant.

Mr. Herron said they test it and then we work with them and other entities to get into compliance.

ROLL CALL: YEAS 6, NAYS 0, ORDINANCE NO. 2025-74 ADOPTED

LEGISLATION & RULES COMMITTEE – MR. ZAKEL, CHAIRMAN

No legislation.

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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. FERENCE, CHAIRMAN
No legislation.

Mayor Castelli placed ORDINANCE NO. 2025-67, An Ordinance vacating a portion of Morningside Avenue on SECOND READING. ORD. 2025-67
SECOND READING

Mayor Castelli introduced RESOLUTION NO. 2025-75, A Resolution authorizing the mayor to file an application with the Cuyahoga County Department of Housing and Community Development for a grant through the 2026 Community Development Supplemental Grant Program and declaring an emergency and moved to adopt. On behalf of the mayor, Mr. Bortolotto MOVED TO ADOPT. Seconded by Mr. Zakel. RES. 2025-75
ADOPTED
2026 COMMUNITY
DEVELOPMENT
SUPPLEMENTAL
GRANT PROGRAM

Mayor Castelli said both the recreation director and economic development director will speak regarding this.

Mr. Bichara said this is a grant program that we have been successful with many times in the past years, with council's and the mayor's support. He said this year, we will be pursuing grant funds through this program for ADA compliance and inclusive playground equipment at our city hall park to replace non-ADA compliant equipment. Mr. Bichara thanked Director Elliott for his cooperation and help in getting the information and short order so we could submit this application.

Mayor Castelli said if we are successful, we are going to look at doing this over the next several years starting at one side of the playground working our way to the other side to ensure we have new and updated equipment and again, focusing on inclusive playground equipment so all children can participate.

Mr. Ference referred to the \$50,000 and asked Mr. Elliott roughly what percentage of the equipment that would replace.

Mr. Elliott with that amount of money, sometimes we hope that the city also participates on a matching basis. He said if we focus on just doing a little bit over the next few years it makes a lot of sense for us to do that. Mr. Elliott said the much larger structures of playground equipment are very costly. He said we walked through with a representative from one of the companies and looked at the equipment that has aged and that we want to replace. Mr. Elliott said Mr. Bichara and the city has been very successful and we certainly hope that we are now. He said that area is one of the busiest places every summer.

Mr. Ference said there is a lot of good equipment, and said he knows that some of it is getting worn out but that is because it is getting a lot of use. He said that is good, that is what we want. Mr. Ference said this then would be a multiple year project, where a little will be done at a time.

Mr. Elliott said that is correct. He said last year they replaced the swing set and plan to start down at the end nearest the police station and work their way this way.

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Mr. Elliott said that way the playground will also stays open all of the time. He said there would be a lot of downtime to renovate the whole thing at once.

Mr. Ference said he knows from experience, kids love that playground.

ROLL CALL: YEAS 6, NAYS 0, RESOLUTION NO. 2025-75 ADOPTED

Mayor Castelli introduced RESOLUTION NO. 2025-76, A Resolution authorizing engagement of Kutak Rock LLP to provide legal services in connection with various economic development matters and moved to adopt. On behalf of the mayor, Mr. Bortolotto MOVED TO ADOPT. Seconded by Mr. McGregor.

RES. 2025-76
ADOPTED
ENGAGEMENT OF
KUTAK ROCK LLP

Mayor Castelli said as many of you, we have engaged with Russ Balthis on multiple economic development projects currently and in the past. He said he has done a fantastic job and said he is moving on to a new firm, which is Kutak Rock. Mayor Castelli said the city would like to continue to work with Russ Balthis and this legislation would authorize us to be able to do that.

ROLL CALL: YEAS 6, NAYS 0, RESOLUTION NO. 2025-76 ADOPTED

Mayor Castelli introduced ORDINANCE NO. 2025-77, An Ordinance authorizing the mayor and finance director to enter into a contract with Northeast Ohio Trenching Service, Inc. for Central Park Phase 1 Project and moved to adopt and said the legislation was revised on November 11, 2025. On behalf of the mayor, Mr. Bortolotto MOVED TO ADOPT. Seconded by Mr. Meany.

ORD. 2025-77
ADOPTED
CONTRACT:
NORTHEAST OHIO
TRENCHING SERVICE
(CENTRAL PARK
PHASE 1 PROJECT)

Mayor Castelli said as you are all aware, we are very excited to get started on the Central Park Project. He said we did a lot of studying and master planning for the area, including getting feedback from our residents. Mayor Castelli said we will be moving forward on what we are calling Central Park Phase 1, which is going to be nearest to the library. He said we will be developing and constructing a large reading garden area which will consist of areas for seating, and a small amphitheater/outdoor classroom for children to be able to use. Mayor Castelli said there will also be a large mound that separates certain areas. He said there will also be a great lawn area, nature play area, and a Middleburg Heights script sign. Mayor Castelli said there will be a lot that will happen with this first phase. He said additionally as we have talked about in the past, we have \$500,000 that will be coming from the county library in support of this project. Mayor Castelli said at the end of this year, they would like to provide us with \$250,000 of that \$500,000. He said we have also been successful of receiving a grant of \$400,000 from the state of Ohio to ultimately help with putting this first phase in. Mayor Castelli said the total bid for the first phase will \$1,488,000, which will be going to Northeast Ohio Trenching Service. He said we look to get started in the winter.

Mr. Ference said we spoke about Phase 1 A and B, and asked if this included both. Mayor Castelli said this is Phase 1A. He said we had an alternate bid for a nature play area and community garden and that will all be part of this first phase.

ROLL CALL: YEAS 6, NAYS 0, ORDINANCE NO. 2025-77 ADOPTED

COUNCIL COMMITTEE REPORTS

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

No report.

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

Mr. Bortolotto welcomed Ms. Melanie Rak from the Cuyahoga County Board of Developmental Disabilities and thanked her for coming this evening. He said being Veterans Day, he would like to give a big shout out to all Veterans and thanked them for their service.

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1 Legislation & Rules Committee – Mr. Zakel, Chairman

2 Mr. Zakel also seconded the Happy Veterans Day to everybody. He said he would
3 like to thank Bryan Laub, who is one of our residents in ward four. Mr. Zakel said
4 we had another successful summer of food trucks throughout the ward. He said
5 there were seven food trucks and four coffee trucks that came on Thursday's and
6 Sunday's. Mr. Zakel again thanked Mr. Laub for putting that together.
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9 Public Health, Safety & Relief Committee – Mr. McGregor, Chairman

10 Mr. McGregor said the committee met last night and minutes were sent this
11 morning. He said there will be another meeting in December. Mr. McGregor
12 echoed what Mr. Bortolotto and Mr. Zakel said extending a Happy Veterans Day,
13 thanking the veterans for their service.
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16 Public Improvements Committee – Mr. Sage, Chairman

17 Mr. Sage also echoed his fellow councilmen and wished everyone a Happy
18 Veterans Day.
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21 Streets, Utilities & Railroad Committee – Mr. Meany, Chairman

22 Mr. Meany reminded everybody that Engineer Kim Kerber and Service Director
23 Herron sent out a memorandum on November 10th with an update on the streets.
24 He said they did not have a formal streets committee meeting last night, but said
25 that email would show anything that is going on in your neighborhoods.
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28 Zoning & Building Code Committee – Mr. Ference, Chairman

29 Mr. Ference also expressed his sincere gratitude and respect to all veterans. He
30 said especially family members of city council, the directors and all Middleburg
31 Heights residents who served in the military. Mr. Ference said we all appreciate
32 everything they have done to preserve our freedom.
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35 MAYOR'S REPORT

36 Mayor Castelli also thanked our veterans for this service. He reminded everyone
37 that Wreaths Across America will be coming to Woodvale Cemetery on December
38 13th. Mayor Castelli said this information is on our website and said they are
39 currently selling wreaths. He said last year DC Swanson was our emcee for the
40 event. Mayor Castelli confirmed with Chief Tomba, that this year Sgt. Steve Rivera
41 will be the emcee for the event. He said both of these individuals served in the
42 Armed Forces. Mayor Castelli said DC Swanson did a great job last year and thinks
43 the sergeant will do a great job this year as well.
44

45 Mayor Castelli said we had multiple, robust discussions with the team in regards to
46 the PMU Development Agreement for the mixed-use development in Southland.
47 He said we also had a lengthy discussion today with Meijer's to finalize the
48 purchase agreement, along with their PMU Agreement as well. Mayor Castelli said
49 we look to close on the Meijer's property on November 19th. He said as you recall,
50 we purchased the Sears property just a little over a year ago for \$1,800,000 and we
51 will be closing on that property with a sale to Meijer's for \$5,500,000. Mayor
52 Castelli said we are very proud of what we have been able to accomplish as a team
53 and thanked city council for their support. He said if anything changes on the
54 closing date, and said it potentially could change based on a few items, we again
55 look to tentatively close on November 19th.
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59 LAW DIRECTOR

60 Mr. Incorvaia said hats off to all of the veterans, expressing his appreciation for
61 their service. He also congratulated the mayor, council president and council
62 members on their re-elections.

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FINANCE DIRECTOR

No report.

RECREATION DIRECTOR

Mr. Elliott said we did honor our veterans today at the community center. He said we had coffee and bakery in the lobby. Mr. Elliott said the tree lighting will be on Friday, November 28th.

Mr. Sage asked what time city council should be there for the tree lighting.

Mr. Elliott said about 4:45 p.m., adding that the event is from 5:00 p.m. – 8:00 p.m.

Mayor Castelli said we are switching it a little bit where we are going to do the tree lighting first, and then all of the events will come after. He said in previous years, there was approximately an hour of events at the community center, and then people had to come over to the outdoor tree lighting. Mayor Castelli said this year we are going to start with the tree lighting and Santa Claus, and then people can go over to the community center for the events and pictures with Santa. He thanked the team and said this is another great event that the recreation department, service department and everyone else involved puts on for the city.

ECONOMIC DEVELOPMENT DIRECTOR

Mr. Bichara thanked the veterans, and the many Middleburg Heights businesses that are recognizing the veterans by providing special offers.

SERVICE DIRECTOR

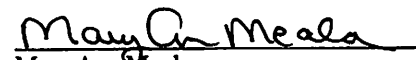
No report.

POLICE CHIEF

No report.

There being no further business, Mr. Bortolotto made a motion to adjourn. Seconded by Mr. Meany. Mr. Bortolotto adjourned the meeting at 6:32 p.m.


David Bortolotto
President of Council


Mary Ann Meola
Clerk of Council