

Sylvania City Council

May 15, 2023

7:00 p.m. Public Hearing

Amending Section 1105.07-Variances

7:30 p.m. Council Meeting

Agenda

1. Roll call: Mr. Frye, Mr. Hansen, Mr. Haynam, Mr. McCann, Mr. Richardson, Ms. Stough, Mrs. Westphal.
2. Pledge of Allegiance to the United States of America led by Mr. Richardson.
3. Additions to the agenda.
4. Approval of the Council meeting minutes from May 1, 2023.
5. Report of Public Hearing held at 7:00 p.m. regarding Amending Section 1105.07-Variances.
6. Maplewood Avenue Reconstruction.
 - a. Service Director's report on change order.
 - b. Proposed Ordinance No. 44-2023, Authorizing the Mayor and Director of Finance to approve Change Order No. 3 (Final) for this project decreasing the contract amount by \$22,468.14
7. Street Resurfacing Project.
 - a. Service Director's report on project proposal.
 - b. Proposed Ordinance No. 45-2023, Accepting the proposal of Feller Finch & Associates, Inc. to provide professional engineering services for the project in the amount of \$29,000.
8. Proposed Ordinance No. 46-2023, Making certain position and compensation pay plan adjustments to the Codified Ordinances of Sylvania, 1979, as amended, by amending Sylvania Codified Ordinance Section 139.03(e)(3) to set the salary of the Prosecutor at \$104,265 annually.
9. Proposed Ordinance No. 47-2023, Making certain position and compensation pay plan adjustments to the Codified Ordinances of Sylvania, 1979, as amended, by amending Sylvania Codified Ordinance Section 139.03(e)(3) to set the salary of the Director of Security (Court) at \$65,000, by amending section 139.02(a) to create a new position of "Senior Security Officer".
10. Committee reports.

11. Committee referrals.

INFORMATION

- A. 1st Quarter Management Reports.
- B. Board of Architectural Review Meeting Minutes from May 10, 2023
- C. Municipal Planning Commission Meeting Minutes from May 10, 2023

Minutes of the Meeting of Council
May 1, 2023

The Council of the City of Sylvania, Ohio met in regular session on May 1, 2023 at 7:30 p.m. with Mayor Stough in the chair. Roll was called with the following members present: Mark Frye, Marcus Hansen, Doug Haynam, Brian McCann, Mary Westphal, Lyndsey Stough, Patrick Richardson(absent); (6) present; (1) absent.

Roll call:
6 present, Mr. Richardson excused.

Pledge of Allegiance to the United States of America led by Mr. McCann.

Pledge of Allegiance.

Mayor Stough stated that Council will now consider agenda item 3.

The following item has been added to the agenda:

Additions to agenda.

Item #9a. – Finance Committee report held this date.

Item #9b. – Adjust June 5th Employee & Community Relations Committee meeting.

Mr. Frye moved, Mr. McCann seconded to approve the agenda as amended; roll call vote being: Frye, Stough, Haynam, Hansen, McCann, Westphal; (6) yeas; (0) nays. The motion carried.

Agenda approval.

Mayor Stough stated that Council will now consider agenda item 4.

Mr. Frye presented the April 17, 2023 meeting minutes. Mr. Frye moved, Mr. Haynam seconded, that since the Mayor, members of Council, and others had been furnished copies of these minutes prior to this meeting, Council dispense with the reading of these minutes at this time, and the journal of the minutes of the regular meeting of April 17, 2023 be approved; roll call vote being: Haynam, Hansen, McCann, Stough, Westphal, Frye; (6) yeas; (0) nays. The motion carried.

Approval of the April 17, 2023 meeting minutes.

Mayor Stough stated that Council will now consider added agenda item 5.

Mr. Frye presented and read aloud by title only, proposed Ordinance No. 41-2023, a written copy of same having been previously furnished to each member of Council "Authorizing the Mayor and Director of Finance to enter into agreements with a head teacher, teachers, and aides for the Sylvania Safety City Program being conducted by the Sylvania Division of Police; providing funds therefore; and declaring an emergency."; Mr. Frye moved, Mrs. Westphal seconded for passage of Ordinance No. 41-2023 as an emergency measure; roll call vote being: McCann, Stough, Hansen, Westphal, Haynam, Frye; (6) yeas; (0) nays. The motion carried.

Ordinance No. 41-2023, "... Safety City Program..."

Mayor Stough stated that Council will now consider agenda item 6.

Service Director's report on bid award was placed on file. Mr. Haynam presented and read aloud by title only, proposed Ordinance No. 42-2023, a written copy of same having been previously furnished to each member of Council "Accepting the proposal of Scott's Quality Concrete and awarding the contract for the 2023 Sidewalk Replacement Program to same; authorizing the expenditure for the improvements in the

Ordinance No. 42-2023, "Accepting the proposal of Scott's Quality

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amount of \$39,415; appropriating funds therefore; and declaring an emergency.”; Mr. Haynam moved, Mr. McCann seconded for passage of Ordinance No. 42-2023 as an emergency measure; roll call vote being: Hansen, Stough, Westphal, Haynam, Frye, McCann; (6) yeas; (0) nays. The motion carried.

Concrete...2023
Sidewalk
Replacement
Program...”

Mayor Stough stated that Council will now consider agenda item 7.

Service Director’s report on bid award was placed on file. Mr. McCann presented and read aloud by title only, proposed Ordinance No. 43-2023, a written copy of same having been previously furnished to each member of Council “Accepting the bid of Jim Palmer Excavating, Inc. and awarding the contract for the Elden Ditch Watershed Improvement (Phase 1) Project to same; authorizing the expenditure for the improvements in the amount of \$293,872.19; appropriating funds therefore; and declaring an emergency.”; Mr. McCann moved, Ms. Stough seconded for passage of Ordinance No. 43-2023 as an emergency measure; roll call vote being: Stough, Hansen, Westphal, Haynam, McCann, Frye; (6) yeas; (0) nays. The motion carried.

Ordinance No.
43-2023, “...
Jim Palmer
Excavating...
Elden Ditch
Watershed
Improvement
(Phase1)...”

Mayor Stough stated that Council will now consider agenda item 8.

Mrs. Westphal presented and read aloud by title only, proposed Resolution No. 4-2023, a written copy of same having been previously furnished to each member of Council “A Resolution of the Council of the City of Sylvania supporting and approving the Lucas County Active Transportation Plan; and declaring an emergency.”; Mrs. Westphal moved, Mr. Hansen seconded for passage of Resolution No. 4-2023 as an emergency measure; roll call vote being: Frye, McCann, Stough, Hansen, Westphal, Haynam; (6) yeas; (0) nays. The motion carried.

Resolution No.
4-2023, “...
Lucas County
Active
Transportation
Plan...”

Mayor Stough stated that Council will now consider agenda item 9a.

Mr. Frye reported on the Finance Committee meeting held this date. UBS, Fifth Third and SJS investment/banking firms attended the council meeting to give brief presentations on the work they do for the City of Sylvania. After the presentations Mr. Frye asked the administration to prepare for another Finance Committee meeting to review/modify the City’s current investment policy. Mr. Frye moved, Mrs. Westphal seconded to set that Finance Committee meeting for June 5, 2023 at 6:30 p.m.; roll call vote being: Stough, Hansen, Westphal, Haynam, McCann, Frye; (6) yeas; (0) nays. The

Finance
Committee
Meeting Report
& set new
Finance
Committee
Meeting for
6/5/23 at 6:30pm

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motion carried.

Mrs. Westphal asked to change the time of the Employee & Community Relations Committee meeting from 6:30 p.m. to 7:00 p.m. on June 5, 2023. Mrs. Westphal moved, Mr. Hansen seconded to change the start time of the meeting; roll call vote being: McCann, Stough, Hansen, Westphal, Haynam, Frye; (6) yeas; (0) nays. The motion carried.

Mayor Stough stated all agenda items have been addressed.

Mr. Frye moved, Mr. McCann seconded to adjourn at 8:22 p.m. Roll call vote being: Westphal, Frye, Stough, Hansen, Haynam, McCann; (6) yeas; (0) nays.

Adjournment

Clerk of Council

Mayor



la.

DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

May 15, 2023

To: The Mayor and Members of Sylvania City Council

Re: **MAPLEWOOD AVENUE RECONSTRUCTION
COUNCIL CHANGE ORDER NO. 3 (FINAL)**

Dear Mr. Mayor and Council Members:

The Maplewood Avenue Reconstruction Project was recently completed. The original contract amount with Helms and Sons Excavating on the project was \$684,211.20 and received Council approval on March 21, 2022 by Ordinance 36-2022. Now that the project is completed, the installed quantities have been resolved and a change order is necessary to adjust the final contract price.

Change Order No. 1 (Ord. 52-2022) in the amount of \$8,970.09 increased the contract amount to \$693,181.29 to install frost heave slabs at three doors and replaced a portion of the sanitary sewer service for Council Chambers underneath the pavement. Change Order No. 2 (55-2022) in the amount of \$6,576.10 increased the contract amount to \$699,757.39 to correct unit pricing issues for the decorative planters and modified the approach to correct unsuitable soils encountered below the pavement.

Change Order No. 3 (Final) resolves the final installed quantities and has resulted in a \$22,468.14 decrease to the adjusted contract amount established in Change Order No. 2. As a result, the final contract amount is \$677,289.25 which is \$6,921.95 under the original contract amount.

We would recommend approval of Change Order No. 3 (Final), which will decrease the contract amount from \$699,757.39 to \$677,289.25. Please call if you have any questions.

Sincerely,

Kevin G. Aller, P.E.
Director of Public Service

66.

ORDINANCE NO. 44-2023

AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO APPROVE CHANGE ORDER NO. 3 (FINAL) TO THIS CITY'S AGREEMENT WITH HELMS AND SONS EXCAVATING, INC. FOR THE MAPLEWOOD AVENUE RECONSTRUCTION PROJECT TO REFLECT THE FINAL INSTALLED QUANTITIES; DECREASING THE CONTRACT AMOUNT BY \$22,468.14; AND DECLARING AN EMERGENCY.

WHEREAS, Ordinance No. 36-2022, passed March 21, 2022, accepted the bid of Helms and Sons Excavating, Inc. and awarded the contract for the Maplewood Avenue Improvement Project to same, which bid was in the amount of \$684,211.20; and,

WHEREAS, Ordinance No. 52-2022, passed June 1, 2022, authorized the Mayor and Director of Finance to approve Change Order No. 1 to this City's Agreement with Helms and Sons Excavating, Inc. and increased the contract amount by \$8,970.09 to \$693,181.29; and,

WHEREAS, Ordinance No. 55-2022, passed June 6, 2022, authorized the Mayor and Director of Finance to approve Change Order No. 2 to this City's Agreement with Helms and Sons Excavating, Inc. for the Maplewood Avenue Reconstruction Project and increased the contract amount by \$6,576.10 to \$699,757.39; and,

WHEREAS, the Director of Public Service, by report dated May 15, 2023, has recommended acceptance of Change Order No. 3 (Final) of Helms and Sons Excavating, Inc. for said Maplewood Avenue Reconstruction Project that resolves the final installed quantities and results in a net decrease to the contract in the amount of \$22,468.14, for a final contract amount of \$677,289.25; and,

WHEREAS, the final installed quantities resulted in a net decrease to the contract in the amount of Twenty-Two Thousand Four Hundred Sixty-Eight and 14/100 Dollars (\$22,468.14), for a total contract amount of \$677,289.25, which is \$6,921.95 under the original contract

amount.

NOW THEREFORE BE IT ORDAINED by the Council of the City of Sylvania, Lucas County, Ohio, _____ members elected thereto concurring:

SECTION 1. That said change order decreasing the contract amount by the sum of Twenty-Two Thousand Four Hundred Sixty-Eight and 14/100 Dollars (\$22,468.14), authorized to be appropriated be, and the same hereby is, approved, and the Mayor and the Director of Finance be, and they hereby are, authorized to sign said change order on behalf of this City, thereby indicating such approval and changing the total contract amount.

SECTION 2. That the Clerk of Council is hereby directed to post a copy of this Ordinance in the Office of the Clerk of Council in the Municipal Building pursuant to ARTICLE III, Section 12, of the Charter of this City.

SECTION 3. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the adjustments in the contract for said final installed quantities should be approved immediately. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

SECTION 4. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Vote on passage as an emergency: Yeas _____ Nays _____

Passed, _____, 2023, as an emergency measure.

ATTEST:

President of Council
APPROVED AS TO FORM:

Clerk of Council
APPROVED:

Director of Law

Mayor

Date

CITY OF SYLVANIA, OHIO

CHANGE ORDER Number 3 (Final)

Project Ordinance No.: 72-2018 Purchase Order No. 56443

Contract: Maplewood Avenue Reconstruction

Title of Change Order: _____

Date: 5/2/2023

Description of Change: Project Change Order #5 **-\$22,468.14**
TOTAL **-\$22,468.14**
 (See Attached)

RECOMMENDED FOR APPROVAL BY:

Kevin G. Aller 5/5/23
 Kevin G. Aller, P.E. Date
 Public Service Director

Original Contract Amt	\$	684,211	20
Previous Changes (+ or -)	\$	15,546	19
This Change (+ or -)	\$	-22,468	14
Adjusted Contract Amt	\$	677,289	25

REVIEWED BY: Darrea J. Schimmse ller
 Engineer
 DATE: 5/2/23 | DJ Schill
 Engineer's Signature
 SUBMITTED BY: GRAVIT HEASTER
 Name of Contractor
 DATE: 5/3/23 | Grant Heaster
 Contractor's Signature

City of Sylvania, Ohio

The above proposal is hereby approved.

The above proposal is hereby approved.

Craig A. Stough, Mayor

Date

Toby Schroyer, Finance Director

Date



7a.

DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

May 15, 2023

To: The Mayor and Members of Sylvania City Council

Re: **Engineering Services Proposal**
Bentbrook Road, Burgess Drive, Lynnhaven Drive, and Silvertown Drive Resurfacing Project

Dear Mr. Mayor and Council Members:

The Service Department has selected Bentbrook Road, Burgess Drive, Lynnhaven Drive, and Silvertown Drive as roadways to be included in the 2023 residential resurfacing program.

We received a proposal from Feller Finch & Associates, Inc. to prepare the necessary construction plans for the resurfacing project. Feller Finch recently performed similar engineering work for the City on the Brint Road Resurfacing project. The engineering proposal received was in the amount of \$29,000.

We would recommend approval of the Feller Finch and Associates, Inc. proposal in the amount of \$29,000. These funds were included in the 2023 budget via fund 401-7610-53503.

Please call with any questions.

Sincerely,

A handwritten signature in blue ink that reads "Kevin G. Aller".

Kevin G. Aller, P.E.

Director of Public Service

76.

ORDINANCE NO. 45-2023

ACCEPTING THE PROPOSAL OF FELLER FINCH & ASSOCIATES, INC. TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR THE BENTBROOK ROAD, BURGESS DRIVE, LYNNHAVEN DRIVE, AND SILVERTOWN DRIVE RESURFACING PROJECT; APPROPRIATING FUNDS THEREFORE IN THE AMOUNT OF \$29,000; AND DECLARING AN EMERGENCY.

WHEREAS, Bentbrook Road, Burgess Drive, Lynnhaven Drive, and Silvertown Drive are in need of resurfacing; and,

WHEREAS, the Director of Public Service, by report dated May 15, 2023, has received a proposal from Feller Finch to provide engineering and surveying services and to prepare the necessary construction plans for the proposed resurfacing improvements; and,

WHEREAS, the Director of Public Service, by report dated May 15, 2023, has recommended that the proposal in the amount of \$29,000 for the professional engineering services relative to the Bentbrook Road, Burgess Drive, Lynnhaven Drive, and Silvertown Drive Resurfacing Project be accepted.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Sylvania, Lucas County, Ohio, _____ members elected thereto concurring:

SECTION 1. That the proposal of Feller Finch in the amount of Twenty-Nine Thousand Dollars (\$29,000.00) for providing professional engineering services, including the preparation of necessary construction plans for the Bentbrook Road, Burgess Drive, Lynnhaven Drive, and Silvertown Drive Resurfacing Project, is hereby approved and accepted.

SECTION 2. That the Director of Public Service shall promptly give notice to said engineers to proceed under the proposal hereby approved and accepted.

SECTION 3. That to provide funds for said engineering services hereby authorized, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7610-53405 – Street Improvements** the amount of Twenty-Nine Thousand Dollars (\$29,000.00).

SECTION 4. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 5. That the Clerk of Council is hereby directed to post a copy of this Ordinance in the Office of the Clerk of Council in the Municipal Building pursuant to ARTICLE III, Section 12, of the Charter of this City.

SECTION 6. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the City should provide for the engineering services for the Bentbrook Road, Burgess Drive, Lynnhaven Drive, and Silvertown Drive Resurfacing Project at the earliest possible time. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote on passage as an emergency: Yeas _____ Nays _____

Passed, _____, 2023, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

Feller Finch

& ASSOCIATES, INC.

Engineers · Surveyors

1683 Woodlands Drive
Maumee, Ohio 43537
Phone: (419) 893-3680
Fax: (419) 893-2982
www.fellerfinch.com

Donald L. Feller, P.E.
Gregory N. Feller, P.E.
Aaron M. Feller, P.E.

May 5, 2023

Mr. Joe Shaw
City of Sylvania
6730 Monroe Street
Sylvania, OH 43560

RE: 2023 Road Resurfacing Project
Proposal No.: 10P06179

Dear Mr. Shaw:

We propose to provide engineering and surveying services for the following project:

Milling and resurfacing of Bentbrook Rd. (1,400 LF), Burgess Dr. (1,400 LF), Lynnhaven Dr. (1,900 LF), & Silvertown Dr. (3,300 LF) in the City of Sylvania.

You will be expected to provide us with any information regarding additional requirements, including any special or extraordinary considerations for the project or special services needed. Our services will consist of the following:

- Prepare plans for the milling and resurfacing of the roads.
- Specifications for spot full depth repairs where needed.
- Necessary adjustments to manholes, valves, and roadway monuments.
- Upgrade deficient curb ramps.
- The plans will include the following:
 - Title sheet
 - General notes
 - Typical sections
 - General summary
 - Plan sheets
- Provide field survey as needed to prepare the plans. Existing plan records will be utilized where possible.
- Submittal of drawings and preliminary cost estimate to the City at the 50% level for review.
- Submittal of drawings and finalized cost estimate at the 100% level. Final submittal shall include:
 - AutoCAD files
 - 11x17 PDF set
 - Cost estimate

Our fees for the services described above will be time and expense, not to exceed \$29,000.00. The project is anticipated to include the following man hours: 40 survey hours, 180 engineer hours and 60 technician hours.

Additional or non-customary services and resident services during construction will be charged based on our current hourly rates. We will invoice you monthly for our services and reimbursable expenses.

The above financial arrangements are on the basis of prompt payment of our invoices and continuous progress of the Project through construction. Invoices that remain unpaid for more than thirty (30) days after the invoice date will be charged a service/finance charge of 1-1/2% per month. **We reserve the**

Additional office in Franklin, Tennessee

right to suspend or terminate our services if our invoices are not paid within forty-five (45) days of the invoice date. Any charges held to be in dispute shall be called to our attention within ten (10) days of receipt of our invoice.

All Documents are instruments of service and Feller, Finch & Associates, Inc. (FFA) shall retain an ownership and property interest therein (including the copyright and the right of reuse) whether or not the project is completed. You shall not rely in any way on any document unless it is signed or sealed by the Engineer or one of its consultants.

Files in electronic media format of text, data, graphics, or other types as furnished by one party to the other are furnished only for convenience, not reliance by the receiving party. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.

This proposal/agreement is intended by the parties to be governed by the laws of the State of Ohio. The parties agree that dispute hereunder shall be adjudicated in court of competent jurisdiction in Lucas County, Ohio.

In recognition of the relative risks and benefits of the project to both the Client and the Design Professional, the Client agrees, to the fullest extent permitted by law, to limit the Design Professional's total liability to the Client or anyone making claims through the Client, for any and all damages or claim expenses (including attorney's fees) arising out of this Agreement, from any and all causes, to the total amount of the Design Professional's fee.

Either party may terminate this agreement with immediate effect by delivering notice of the termination, in writing in the form of an email or letter, to the other party. If the termination is initiated by FFA, FFA will provide the client with the work completed and paid for up to the date of the termination. Any outstanding invoices for work completed prior to termination shall be paid. Payments for work completed will not be refunded.

This proposal/agreement represents the full and final understanding between you and us in respect to the project and supersedes any previous understandings both written and oral, and may only be modified in writing signed by both of us. If this proposal/agreement sets forth your understanding of the arrangement between us, we would appreciate your signing both copies of this letter in the space below and return one signed copy to us. This proposal/agreement will be open for acceptance for forty-five (45) days, unless changed by us in writing.

If you have questions or desire additional information, please contact our office.

Sincerely,

FELLER, FINCH & ASSOCIATES, INC.



Gregory N. Feller, P. E.
President

Accepted this _____ day of _____, 20_____.

CLIENT: _____

By: _____
(Signature)

Name: _____ Title: _____
(Please Print Name & Title)

By: _____
(Signature)

Name: _____ Title: _____
(Please Print Name & Title)



ORDINANCE NO. 46-2023

MAKING CERTAIN POSITION AND COMPENSATION PAY PLAN CHANGES, MAKING CERTAIN SALARY, WAGE AND OTHER SERVICE COMPENSATION ADJUSTMENTS TO THE CODIFIED ORDINANCES OF SYLVANIA, 1979, AS AMENDED, BY AMENDING SYLVANIA CODIFIED ORDINANCE SECTION 139.03(e)(3) TO SET THE SALARY OF THE PROSECUTOR AT \$104,265 ANNUALLY; AND DECLARING AN EMERGENCY

WHEREAS, the Director of Law has recommended that the salary for Prosecutor be increased to \$104,265 as set forth on the attached "Exhibit A."

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Sylvania, Lucas County, Ohio, _____ members elected thereto concurring:

SECTION 1. That Section 139.03(e)(3) of the Codified Ordinances of Sylvania, 1979, as amended, be and it is, hereby further amended to read as set forth on the attached "Exhibit A."

SECTION 2. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

SECTION 3. That the Clerk of Council is hereby directed to post a copy of this Ordinance in the Office of the Clerk of Council in the Municipal Building pursuant to ARTICLE III, Section 12, of the Charter of this City.

SECTION 4. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the increase to the Prosecutor's salary should be made immediately. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by this Charter.

Vote on passage as an emergency: Yeas _____ Nays _____

Passed, _____, 2023, as an emergency measure.

ATTEST:

President of Council
APPROVED AS TO FORM:

Clerk of Council
APPROVED:

Director of Law

Mayor

Date

139.02(e)(3) Compensation for elective and appointive officials. The following elective and appointed officials which are not otherwise provided for in this chapter shall be compensated as follows:

<u>TITLE</u>	<u>RATE</u>
	* * *
Prosecutor	\$104,265 annually commencing May 16, 2023 and thereafter.
	* * *

ORDINANCE NO. 47-2023

MAKING CERTAIN POSITION AND COMPENSATION PAY PLAN CHANGES, MAKING CERTAIN SALARY, WAGE AND OTHER SERVICE COMPENSATION ADJUSTMENTS TO THE CODIFIED ORDINANCES OF SYLVANIA, 1979, AS AMENDED, BY AMENDING SYLVANIA CODIFIED ORDINANCE SECTION 139.03(e)(3) TO SET THE SALARY OF THE DIRECTOR OF SECURITY (COURT) AT \$65,000, BY AMENDING SYLVANIA CODIFIED ORDINANCE SECTION 139.02(a) TO CREATE A NEW POSITION OF "SENIOR SECURITY OFFICER"; AND DECLARING AN EMERGENCY

WHEREAS, the Judge of the Sylvania Municipal Court has recommended that the Director of Security (Court)'s salary be increased from \$49,924 to \$65,000 effective May 8, 2023 and that a new position of "Senior Security Officer" be created.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Sylvania, Lucas County, Ohio, _____ members elected thereto concurring:

SECTION 1. That Section 139.03(e) (3) of the Codified Ordinances of Sylvania, 1979, as amended, be and it is, hereby further amended to read as set forth on the attached "Exhibit A" effective on and after May 8, 2023.

SECTION 2. That Section 139.02(a) of the Codified Ordinances of Sylvania, 1979, as amended, be and it is, hereby further amended to read as set forth on the attached "Exhibit B" effective on and after May 15, 2023.

SECTION 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

SECTION 4. That the Clerk of Council is hereby directed to post a copy of this Ordinance in the Office of the Clerk of Council in the Municipal Building pursuant to ARTICLE III, Section 12, of the Charter of this City.

SECTION 5. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the pay increase and new position should be provided for immediately. Provided this Ordinance receives the affirmative vote of five (5) or more members

elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by this Charter.

Vote on passage as an emergency: Yeas _____ Nays _____

Passed, _____, 2023, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

139.03(e) (3) COMPENSATION FOR ELECTIVE AND APPOINTED OFFICIALS

The following elective and appointed officials which are not otherwise provided for in this chapter shall be compensated as follows:

<u>TITLE</u>	<u>RATE</u>
	* * *
Director of Security (Court)	\$65,000 annually commencing May 8, 2023 and thereafter.
	* * *

(Ord. ____-2023. Passed ____-2023.)

139.02 **CONTENT AND COVERAGE OF THE COMPENSATION PLAN.**

(a) Classes in the Plan. The Classification Plan shall consist of the classes listed in this section, with such changes from time to time as may be recommended by the Treasurer and approved by Council. All positions in each class shall be compensated in accordance with the class grade for each class as shown in this section and at the rates of pay for each class grade as set forth in Section 139.03. The salary rates as established for each class grade shall be the compensation for work of salaried employees on a normal full-time schedule not to exceed the number of hours per week shown in this section for the respective groups of classes.

LIST OF OCCUPATIONAL TITLES

<u>CLASS CODE</u>	<u>CLASS GRADE</u>	<u>CLASS TITLE</u>
	* * *	
	15	Senior Security Officer
	* * *	

(Ord. _____-2023. Passed _____-2023.)



First Quarter 2023 Management Report

Key Statistics:	2023	2022
Number of tax returns processed (includes e-files)	3880	3325
Number of e-filed returns	305	317
Gross Receipts	\$3201660.50	\$316592.06
Number of withholding payments processed	4285	3957
Number of online payments	114	116
Number of refunds processed	93	89
Delinquent totals	\$1060964.59	\$934356.43
Amount of money received from collection	3954.55	\$6980.87
Number of accounts turned over for collection	0	0

Items of Special Interest:

Our office has been very busy this quarter processing year end reconciliations and the large volume of tax returns that have submitted, along with the other day to day work and assisting taxpayers with their tax return preparation.

Respectfully submitted,

Christy M. Ordorica
Commissioner of Taxation



SYLVANIA POLICE DIVISION 1st QUARTER 2023

Operational Statistics

	<u>2023</u>	<u>2022</u>
Crime Reports	274	254
Criminal Arrests - Juvenile/Adult	11/62	6/61
Traffic Citations	148	136
Warnings	1099	577
Parking Tickets	5	10
OVI	11	5
Traffic Crashes	60	60
Traffic Crash injuries/fatalities	23/0	16/0
Calls for Police Service	3049	2712
Hours Spent Handling Police Calls	1578:55	1609:02
Emergency Response Time – Priority 1	1:57	2:52
Overtime Hours - Police	820	1177
Overtime Hours - Records	40	31
Training Hours	504	566

Administrative Update

During the 1st quarter of 2023, Cadet Cytlak successfully passed his state exam and was sworn in as an officer and placed into the FTO program. He is expected to be released from FTO during the 2nd quarter. We also had a retirement of Officer Alan Beadle who has been the SRO for Sylvania Southview High School. He retired with just under 27 years of service to Sylvania. Officer Zach Andrzejewski has been moved into the SRO position at Southview.

A Sergeants test was given by the Civil Service Commission in February of 2023 and an assessment center was conducted by OACP in March. Three officers passed the civil service exam, however one candidate did withdraw. Officer Brad Marlin was promoted to Sergeant in March. Officer Pinkstaff will be promoted in April.

We have two expected retirements, one in the 2nd quarter and one in the 3rd quarter of this year. Civil Service opened an officer/cadet examination in March. This test will close in April.

Community Affairs

Introduction

Officer Barnswell presented and finished the middle school D.A.R.E. program at McCord Junior High. Officer Barnswell is presenting the elementary D.A.R.E. program at Highland Elementary and Toledo Islamic Academy. Sgt. Bell and Officer Stewart started presenting the 3rd grade seatbelt safety in the schools. The 3rd grade seatbelt safety presentations will be completed in the 2nd Quarter, along with the kindergarten bike safety presentations.

Officer Beadle has started the second half of the 2022-2023 school year at Southview High School and retired Feb. 24th. Officer Andrzejewski replaced Officer Beadle on Feb. 21st. Officer Clay started the second half of the 2022-2023 school year as the School Resource Officer at Northview High School.

Sgt. Pack has begun the registration process for Safety City 2023. Sgt. Pack continues to work with the school district on safety planning including threat assessment, emergency preparedness, verbal de-escalation, mental health referral process and the A.L.I.C.E. program.

The Public Safety Cadet Program's lead mentor is Sylvania Township PD Officer Deutschman. Officer Amstutz continues to be the associate mentor. Sgt. Pack is the Program Supervisor of the Public Safety Cadet Program. The Public Safety Cadet Program continues to offer meaningful and interesting opportunities to the youth of the Sylvania community.

Youth Programs / DARE Events

- Officer Barnswell presented the middle school D.A.R.E. program at McCord Junior High.
- Officer Barnswell had started to present the elementary D.A.R.E. program at Highland and Toledo Islamic Academy.

Community Involvement

- Sgt. Pack and Officer Barnswell attended several community events and meetings.

Public Safety Cadets

The Public Safety Cadets have trained in the following topics this quarter:

- Critical Injury First Aid

- Bomb Threat Response
- Building Searches (classroom)
- Crime Scene
- Disorderly Conduct
- Building Searches (practical)

The Public Safety Cadets worked the following events this quarter:

- No events this quarter

School Resource Officer Programs

Northview High School - Officer Clay	
Presentations	0
Meetings	9
General Offense Reports/Accident Reports	11
Citations / Warnings	0
School Related Complaints/Interviews	17
Parking Lot Assists	1
Court Appearances	0
Security Issues	10
Misc.	16

Southview High School – Officer Andrzejewski	
Presentations	1
Meetings	13
General Offense Reports/Accident Reports	10
Citations / Warnings	0
School Related Complaints/Interviews	9
Parking Lot Assists	7
Court Appearances	0
Security Issues	7
Misc.	15

Volunteer Program -1st. Quarter Report

A. Summary

Hour Summary	
Total Patrol Volunteer hours for Jan 2023 - March 2023	14
Total Event Volunteer hours for Jan. 2023 - March 2023	0
Total	14

Volunteer Patrol Log	
Lockouts	0
House Checks	55
Road Patrol/Traffic Assists	0
Citizen/Motorist Assists	0
Special Assignments: A. Events: None	

Detective Bureau

January – March 2023

Active Case Load by Investigator			
Detective	Assigned	Cleared	Total Active
Sgt. Music	10	10	6
Det. Collins	6	5	12
Det. Gallup	5	9	0
Det. Papenfuss	12	7	13
Monthly Totals	33	31	31

Mobile Device Extractions Completed	9
Storage Device Extractions Completed	1
Computers/Hard Drive Extractions	2

Respectfully submitted,

Danilynn M. Miller
Chief of Police



DIVISION OF UTILITIES
 DAVID W. FRANCE, UTILITY MANAGER

1st Quarter 2023

Utilities	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Y-T-D	Prior Year
Number of Payments Received	21,029					82,149
Total Collection Water	\$864,307.92				\$864,307.92	\$4,573,354.10
Total Collection Sewer	\$754,136.89				\$754,136.89	\$3,149,637.60
Total Collection Refuse	\$170,916.13				\$170,916.13	\$661,284.40
Total Collection On/Off	\$0.00				\$0.00	\$100.00
Total Collection Fire	\$831.08				\$831.08	\$3,481.66
Total Collection Misc	\$4,078.88				\$4,078.88	\$13,009.95
Total Collection Water Tap Pay Plan	\$1,616.46				\$1,616.46	\$6,466.02
Total Collection Sewer Tap Pay Plan	\$0.00				\$0.00	\$0.00
Total Collection Tree Removal	\$0.00				\$0.00	\$0.00
Utility/Zoning Permit Sales						
Water Tap Permits	\$26,495.00				\$26,495.00	\$38,930.24
Water Cost Recovery	\$0.00				\$0.00	\$4,000.00
Sanitary Tap Permits	\$8,010.00				\$8,010.00	\$25,507.63
Sanitary Connection Fees	\$24,867.46				\$24,867.46	\$11,000.00
Sanitary Cost Recovery	\$0.00				\$0.00	\$0.00
Sanitary Project Reimbursement	\$0.00				\$0.00	\$0.00
Storm Tap Permits	\$1,000.00				\$1,000.00	\$10,525.48
Second Meter Permits	\$1,080.00				\$1,080.00	\$2,880.00
Hydrant Permits	\$0.00				\$0.00	\$1,100.00
Zoning Permits	\$4,526.50				\$4,526.50	\$20,431.31
Service Dept Sales						
Sewer and Sidewalk Licenses	\$795.00				\$795.00	\$3,205.00
Plans/Bid Documents	\$695.00				\$695.00	\$2,035.00
Refuse/Green Yard Waste						
Refuse Extra Bag Tags	\$303.75				\$303.75	\$1,728.25
Refuse Bulk Item Sticker	\$1,448.29				\$1,448.29	\$4,756.30
Green Yard Waster Stickers/Bags	\$13,330.24				\$13,330.24	\$32,548.07
Misc.						
Misc.	\$155.00				\$155.00	\$340.00
Total Collection	\$1,878,593.60	\$0.00	\$0.00	\$0.00	\$1,878,593.60	\$8,566,321.01

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Y-T-D	Prior Year
Number of Water Accounts	7,344					
Number of Sewer Accounts	8,635					
Number of Water Tap Permits	17				17	22
Number of Sanitary Tap Permits	20				20	46
Number of Storm Tap Permits	3				3	17
Number of Second Meter Permits	3				3	6

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Y-T-D	Prior year
Total Water Purchased (Gallons)	112,087,800				112,087,800	568,424,620
Average Daily Water Purchased	1,245,420				1,245,420	1,557,328
Total Sewer Flow (Gallons)	452,700,000				452,700,000	1,176,140,000
Average Daily Sewer Flow	5,030,000				5,030,000	4,032,082
Estimated Population Served-Water	21,400					
Estimated Population Served-Sewer	25,300					

Items Sold	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Y-T-D	Prior Year
Extra Bags	179				179	757
Bulk Item	118				118	422
Green Yard Waste Sticker	566				566	1163
Green Yard Bags	57				57	667
MTU's Replaced	365				365	489

Activities To Be Performed

Continued Replacement of Meter Transmitters
Prepping for large meter testing/replacement

Progress This Period

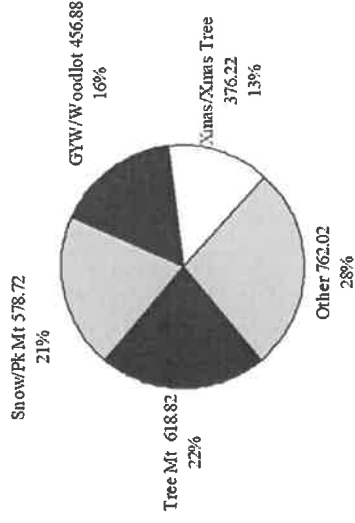
Systematic Cleaning of sewer collection system
Maintenance and repairs of water distribution system
Continued installation of Meter Transmitter Units



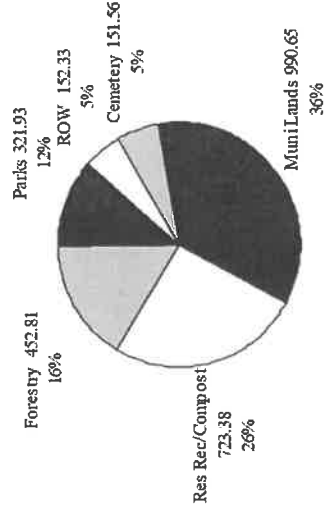
David W. France
Utility Manager

Parks & Forestry Quarterly Report : January - March, 2023

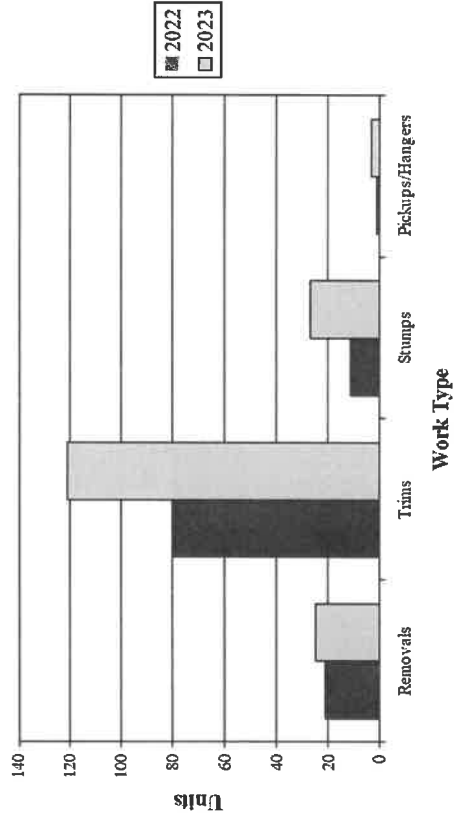
Man-Hours by Work Type



Man-Hours by Account



2022 - 2023 Work Comparison



Parks & Forestry Quarterly Report : January - March, 2023

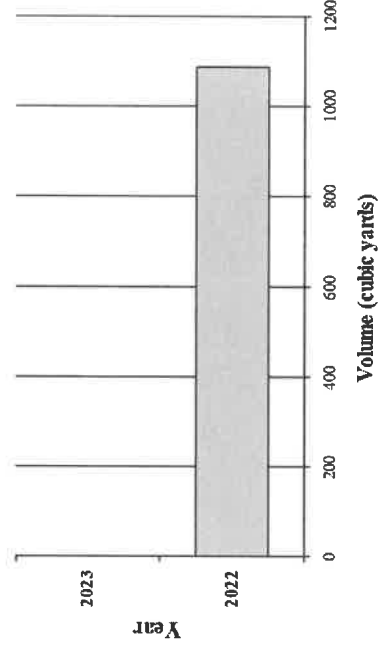
Green Yard Waste

Volume Collected (cubic yards)

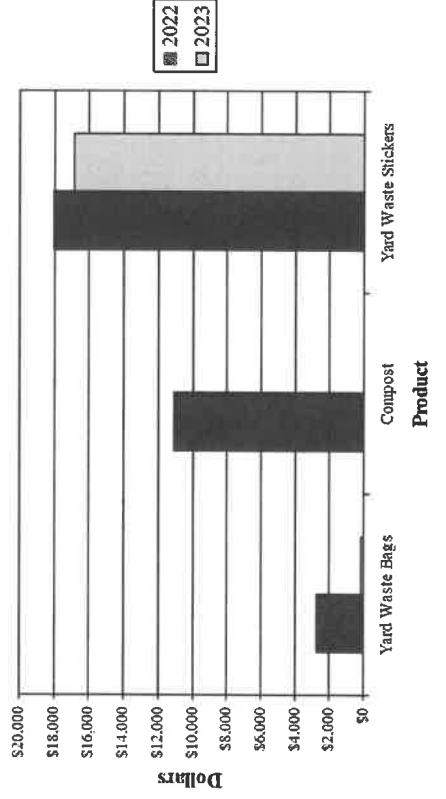
- * Route A 6.0~
- * Route B 6.0~

~ Processed Volume

2022 - 2023 Cu Yds. of Compost Sold



2022- 2023 Revenue Comparison



City of Sylvania
2022 Quarterly Reports
Zoning Operation

Zoning Office Key Statistics	2023 1st Qtr	2022 1st Qtr
Residential Renovations, Additions & Accessory	10	7
New Dwelling (Residential)	12	4
Estimated Valuation	\$300,000	\$300,000
New Commercial Construction	0	0
Commercial Additionas & Renovations	2	5
Demolition Permits Issued	2	1
Swimming Pool Permits Issued	2	0
Sidewalk Permits Issued	3	5
Fence	5	9
Food Truck Permits	3	4

Municipal Planning Commission		
Lot Splits	1	0
Council Referrals	1	0
Site Plan Review	0	0

Architectural Board of Review		
Sign Review	6	4
Architectural Review - Construction	1	1

Zoning Complaints		
On Site Inspections	30	27
Open Zoning Complaints	24	10
Closed Zoning Complaints	4	17
Letters & Warnings Sent	11	8

City of Sylvania Management Report
For The Division of Streets
First Quarter - 2023

Key Statistics

Ice & Snow Control:

	<u>2023</u>	<u>2022</u>
Ice & Snow Control Hours	264 hrs.	697 hrs.
Salt Tonnage Used	620 tons	1191 tons
Bridge Sidewalk Snow Clearing Hours	31 hrs.	48 hrs.
Stack Salt in Harroun Rd Storage Dome	32 hrs.	24 hrs.
Hours Making Salt Brine	36 hrs.	47 hrs.
Hours Applying Salt Brine	98 hrs	76 hrs.
Salt Brine used	38,937	26,411 gal.
Liquid Calcium Chloride	0 gal.	1,713 gal.
Haul Snow From Main St	0 hrs.	24 hrs.

Traffic Signs Repaired and / or Replaced:

Sign Maintenance Hours	506 hrs.	208 hrs.
Regulatory Signs	7	7
Warning Signs	12	4
Street Name & Informative Signs	14	27

Road Maintenance & Repairs:

Cold Patch Hours	608 hrs.	368 hrs.
Cold Mix Tonnage Used	14 tons	10 tons
Cleaning and Inspecting Catch Basin Hours	160 hrs.	201 hrs.
Sweep	40 hrs.	80 hrs.

Equipment Maintenance:

Leaf Loader - Leaf Box Repair & Repainting Hours	524 hrs.	636 hrs.
Snow Removal Equipment Repair & Repainting Hours	64 hrs.	103 hrs.
Miscellaneous Equipment Repairs Hours	732 hrs.	232 hrs.

Miscellaneous:

	<u>2023</u>	<u>2022</u>
Snow Plow Damage (Mail Box & Yard Repair)	16 hrs.	44 hrs.
Dead Animals Removed From Right-of-Way Maintenance Bldg.	28	16
(Repairs, Cleaning, Painting) Hours	601 hrs.	525 hrs.
Inventory & Green Tag Hours	12 hrs.	56 hrs.
Clean Basin Grates	12 hrs.	16 hrs.
Replace traffic Signal Bulbs	8 hrs.	4 hrs.

Michael Elliott
Street Division Foreman
5/11/2023

B

Board of Architectural Review

Minutes of the regular meeting of May 10, 2023. Mr. Schaaf called the meeting to order.

Acting Secretary, Timothy Burns, took the roll call. Members present: Mayor Craig Stough, Kate Fischer, Carol Lindhuber, Ken Marciniak and Jeff Schaaf (5) present.

Ms. Lindhuber moved, Mr. Marciniak seconded to approve the Minutes of the March 15, 2023, meeting as submitted. Vote being: Stough, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 3 – Regulated Sign– app. no. 4-2023 requested by Matt Schaaf for Matt Schaaf State Farm, 5151 S. Main Street, Sylvania, Ohio 43560. Application is for a new wall sign.

Signage is within the limits of the Sylvania Sign Code.

Mr. Marciniak moved, Ms. Fischer seconded, to approve the sign shown in the drawing submitted with the application. Vote being: Stough, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 4 – Regulated Sign – app. no. 5-2023 requested by Breann Dandar of True Aerial Signs for All Star Driver Education, 6600 West Sylvania Avenue, Sylvania, Ohio 43560. Application is for a new wall sign and a new window sign.

Signage is within the limits of the Sylvania Sign Code.

Ms. Lindhuber moved, Mr. Marciniak seconded, to approve the signs shown in the drawing submitted with the application. Vote being: Stough, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 5 – Regulated Sign – app. no. 6-2023 requested by Taylor Lunch of Fast Signs for Willow Creek Salon, 6407 Monroe Street, Sylvania, Ohio 43560. Application is for a new wall sign.

Signage is within the limits of the Sylvania Sign Code.

Ms. Fischer moved, Ms. Lindhuber seconded, to approve the sign shown in the drawing submitted with the application. Vote being: Stough, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 6 – Building Review – app. no. 7-2023 requested by Nick Dallas for Upside Brewing, 5692 Main Street, Sylvania, Ohio 43560. Application is for an exterior renovation to include a new door addition and ADA egress/ingress ramp.

Mr. Dallas was present.

Design is within the limits of the Sylvania Code.

Minutes of Board of Architectural Review

May 10, 2023

Page 2

Ms. Lindhuber moved, Mr. Marciniak seconded, to approve building design shown in the drawing submitted with the application. Vote being: Stough, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 7 – Regulated Sign – app. no. 12-2023 requested by Nick Dallas for Upside Brewing, 5692 Main Street, Sylvania, Ohio 43560. Application is for a new projecting sign.

Mr. Dallas was present.

Sign is within the limits of the Sylvania Code.

Ms. Fischer moved, Mr. Marciniak seconded, to approve sign shown in the drawing submitted with the application. Vote being: Stough, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 8 – Building Review – app. no. 8-2023 requested by Jessica Moore of Generation Brews, LLC. For Scooters Coffee Store#1252, 3785 King Road, Sylvania, Ohio 43560. Application is for review of the construction of a new drive-through only coffee shop.

Ms. Moore was present. John Sperry, of Thomas DuBose & Associates, was also present.

Design is within the limits of the Sylvania Code.

Ms. Fischer moved, Ms. Lindhuber seconded, to approve design shown in the drawing submitted with the application. Vote being: Stough, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 9 – Regulated Sign – app. no. 9-2023 requested by Jessica Moore of Generation Brews, LLC. For Scooters Coffee Store#1252, 3785 King Road, Sylvania, Ohio 43560. Application is for a new monument sign, and two new wall signs.

Ms. Moore was present along with Architect, John Sperry, of Thomas DuBose & Associates.

Signage is within the limits of the Sylvania Sign Code.

Ms. Lindhuber moved, Ms. Fischer seconded, to approve the signs shown in the drawing submitted with the application. Vote being: Stough, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 10– Regulated Sign – app. no. 10-2023 requested by Tim Overmyer of Vanadco Signs for Farmers & Merchants State Bank, 5830 Monroe Street, Sylvania, Ohio 43560. Application is for

Minutes of Board of Architectural Review
May 10, 2023
Page 3

a new monument sign and two new wall signs.

Signage is within the limits of the Sylvania Sign Code.

Ms. Lindhuber moved, Ms. Fischer seconded, to approve the signs shown in the drawing submitted with the application. Vote being: Stough, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 11 – Regulated Sign – app. no. 11-2023 requested by Jamilynn Fox for J. Fox Agency, LLC, 6616 Monroe Street, Suite 10, Sylvania, Ohio 43560. Application is for a replacement monument sign.

Signage is within the limits of the Sylvania Sign Code.

Ms. Fischer moved, Ms. Lindhuber seconded, to approve the sign shown in the drawing submitted with the application. Vote being: Stough, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Ms. Lindhuber moved, Ms. Fischer seconded to adjourn the meeting. All present voted aye. Meeting adjourned.

Submitted by,



Timothy Burns, Acting Secretary
Municipal Planning Commission

C

Sylvania Municipal Planning Commission

Minutes of the regular meeting of May 10, 2023. Mr. Schaaf called the meeting to order.

Acting Secretary, Timothy Burns, took the roll call. Members present: Mayor Craig Stough, Kate Fischer, Carol Lindhuber, Ken Marciniak and Jeff Schaaf (5) present.

Ms. Fischer moved, Ms. Lindhuber seconded to approve the Minutes of the March 15, 2023, meeting as submitted Vote being: Stough, Lindhuber, Fischer, Marciniak and Schaaf (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Ms. Lindhuber moved, Ms. Fischer seconded to adjourn the meeting. All present voted aye. Meeting adjourned.

Submitted by,



Timothy Burns, Acting Secretary
Municipal Planning Commission