

Minutes of the Meeting of Council
August 18, 2025

The Council of the City of Sylvania, Ohio met in regular session on August 18, 2025 at 7:30 p.m. with Mayor Frye in the chair. Roll was called with the following members present: Marcus Hansen, Doug Haynam, Brian McCann, Shawn Murphy, Patrick Richardson, Lyndsey Stough, Mary Westphal; (7) present; (0) absent.

Roll call:
All present.

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

Pledge of
Allegiance.

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

The following items were added to the agenda:

Item #4a. Proclamation presentation to Charles Silvernail by Mayor Frye.

Additions to the
agenda.

Mrs. Westphal moved, Mr. Haynam seconded to approve the amended agenda; roll call vote being: McCann, Haynam, Murphy, Westphal, Hansen, Richardson, Stough; (7) yeas; (0) nays. The motion carried.

Agenda approval.

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

Mrs. Westphal presented the July 21, 2025 regular meeting minutes. Mrs. Westphal moved, Mr. Hansen 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 July 21, 2025 be approved; roll call vote being: Stough, Westphal, Hansen, McCann, Richardson, Murphy, Haynam; (7) yeas; (0) nays. The motion carried.

Approval of
July 21, 2025
Council meeting
minutes.

Mayor Frye stated that Council will now consider added agenda item 4a.

Mayor Frye presented Charles Silvernail with a Proclamation for his 40 years of dedicated service to the City of Sylvania proclaiming August 18, 2025 as his day and wishing him all the best in his retirement.

Proclamation to
Chuck Silvernail.

Mayor Frye stated that Council will now consider agenda item 5.

Mr. McCann gave a brief report from the Employee & Community Relations Committee meeting held this date to discuss Proposed Ordinance No. 82-2025, Revising the Administrative, Departmental and Divisional Organization of the City and the Codified Ordinances thereof by amending Sylvania Codified Ordinance Chapter 139 – Position and Compensation Plan. It was noted that “Parental Leave” is the most notable addition to the employee handbook along with the employee probationary period increasing from 12 months to 15 months among other policies. The committee asked the Law Director to make recommended changes; then the committee can either move forward with the ordinance or continue the discussion at another committee meeting.

Report from Emp
& CR Committee
meeting held this
date.

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

Mrs. Westphal gave a brief report on the Public Hearing held this date to discuss an

Report from

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application submitted to City Council to change the DORA hours of operation from a 12:00pm start time to a 10:00am start time. There were no objections heard on this request. Katie Fields, from Inside the Five, spoke in favor of the change saying that this new start time will help her employees by not having to watch the clock and wait until noon to sell DORA beverages. All council members were in favor of this change and asked the administration to have legislation prepared for the next council meeting.

Public Hearing
held this date on
DORA.

Mayor Frye stated that Council will now consider agenda item 7b.

Service Director's letter requesting approval of both proposals was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 86-2025, "Accepting the proposal of WE Realty Solutions, Ltd. to provide right-of-way acquisition services relative to the Erie and Monroe Roundabout Project; appropriating funds therefore in the amount of \$95,000; and declaring an emergency; Mr. Richardson moved, Mrs. Westphal seconded for passage of Ordinance No. 86-2025 as an emergency measure; roll call vote being: Haynam, Westphal, McCann, Murphy, Stough, Hansen, Richardson; (7) yeas; (0) nays. The motion carried.

Ordinance No.
86-2025, "... WE
Realty Solutions
...ROW
Acquisition
Services...Erie &
Monroe
Roundabout..."

Mayor Frye stated that Council will now consider agenda item 7c.

Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 87-2025, "Accepting the proposal of Appraisal Acquisition Consultants, LLC to provide appraisal review services relative to the Erie and Monroe Roundabout Project; appropriating funds therefore in the amount of \$13,500; and declaring an emergency; Mr. Richardson moved, Mr. Haynam seconded for passage of Ordinance No. 87-2025 as an emergency measure; roll call vote being: Haynam, McCann, Murphy, Stough, Hansen, Richardson, Westphal; (7) yeas; (0) nays. The motion carried.

Ordinance No.
87-2025, "...
Appraisal
Acquisition
Consultants ...
Appraisal
Review...Erie &
Monroe
Roundabout..."

Mayor Frye stated that Council will now consider agenda item 7e.

Service Director's recommendation to pursue OPWC grant funds was placed on file. Mr. Richardson presented and read aloud by title only, proposed Resolution No. 13-2025, "A Resolution authorizing the Mayor and Director of Finance to file a grant application with the Ohio Public Works Commission for the Erie Street and Monroe Street Roundabout and Erie Street Resurfacing Project; and declaring an emergency; Mr. Richardson moved, Mr. McCann seconded for passage of Resolution No. 13-2025

Resolution No.
13-2025, "...
Grant Appl. With
OPWC...Erie &
Monroe
Roundabout...
Resurfacing..."

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as an emergency measure; roll call vote being: Murphy, Stough, Westphal, McCann, Richardson, Haynam, Hansen; (7) yeas; (0) nays. The motion carried.

Mayor Frye stated that Council will now consider agenda item 8b.

Service Director's letter recommending approval of agreement was placed on file. Mr. Hansen presented and read aloud by title only, proposed Ordinance No. 88-2025, "Authorizing the Mayor and Director of Finance to enter into a Statement of Conduit Access and Rights with Buckeye Cablevision, Inc. relative to the Downtown Transportation Improvement Project; appropriating funds therefore in the amount of \$99,714.84; and declaring an emergency; Mr. Hansen moved, Ms. Stough seconded for passage of Ordinance No. 88-2025 as an emergency measure; roll call vote being: Stough, Hansen, Murphy, Westphal, Haynam, McCann, Richardson; (7) yeas; (0) nays. The motion carried.

Ordinance No. 88-2025, "... Buckeye Cablevision... DT Trans Project..."

Mayor Frye stated that Council will now consider agenda item 8d.

Service Director's letter recommending approval of Letter of Intent Agreement was placed on file. Mr. Hansen presented and read aloud by title only, proposed Ordinance No. 89-2025, "Authorizing the Mayor and Director of Finance to enter into a Letter of Intent with Frontier Communications relative to the Downtown Transportation Improvement Project; appropriating funds therefore in the amount of \$70,251.52; and declaring an emergency; Mr. Hansen moved, Mrs. Westphal seconded for passage of Ordinance No. 89-2025 as an emergency measure; roll call vote being: Hansen, Murphy, Westphal, Haynam, McCann, Richardson, Stough; (7) yeas; (0) nays. The motion carried.

Ordinance No. 89-2025, "... Frontier... DT Transportation Project..."

Mrs. Westphal moved, Mr. McCann seconded to allow Mr. Richardson to push back from the table due to a possible conflict of interest. Roll call vote being: Stough, Richardson, Haynam, McCann, Murphy, Hansen, Westphal; (7) yeas; (0) nays. The motion passed.

Mr. Richardson pushes back from the table.

Mayor Frye stated that Council will now consider agenda item 9.

Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 90-2025, "Authorizing the Mayor and Director of Finance of the City of Sylvania,

Ordinance No. 90-2025, "..."

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Ohio, to enter into a Court Security Officer Agreement with the Sylvania Municipal Court; and declaring an emergency”; Mrs. Westphal moved, Mr. Hansen seconded for passage of Ordinance No. 90-2025 as an emergency measure; roll call vote being: Haynam, Westphal, McCann, Murphy, Stough, Hansen; (6) yeas; (0) nays. The motion carried.

Court Security
Officer
Agreement...”

Mr. Richardson returned to the table.

Mayor Frye stated that Council will now consider agenda item 10.

Mr. Haynam presented and read aloud by title only, proposed Ordinance No. 91-2025, “Amending Part Eleven – Planning and Zoning Code of the Codified Ordinances of Sylvania, 1979, as amended by amending Chapter 1179 – Principles of Acceptability, Section 1179.05 – Lots; and declaring an emergency.”; Mr. Haynam moved, Mr. McCann seconded to refer proposed Ordinance No. 91-2025 to the Municipal Planning Commission for review and recommendation; roll call vote being: Stough, Hansen, Westphal, Haynam, McCann, Murphy, Richardson; (7) yeas; (0) nays. The motion carried.

Ordinance No.
91-2025, “...
Amend Chapter
1179...Lots”
Refer to Plan
Commission.

Mayor Frye stated that Council will now consider agenda item 11.

Mr. McCann presented and read aloud by title only, proposed Ordinance No. 92-2025, a written copy of same having been previously furnished to each member of Council “Revising the Administrative, Departmental and Divisional Organization of the City and the Codified Ordinances thereof by amending Sylvania Codified Ordinance Chapter 139 – Position and Compensation Plan; by amending Section 138.07 – Leaves of Absence; and declaring an emergency.”; Mr. McCann moved, Mr. Murphy seconded for passage of Ordinance No. 92-2025 as an emergency measure; roll call vote being: Haynam, McCann, Hansen, Richardson, Westphal, Murphy, Stough; (7) yeas; (0) nays. The motion carried.

Ordinance No.
92-2025, “...
Amend Chapter
139...Leaves of
Absence...”

Mayor Frye stated that Council will now consider agenda item 12.

Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 93-2025, a written copy of same having been previously furnished to each member of Council “An Ordinance to authorize and ratify the execution of Then and Now

Ordinance No.
93-2025. “...
Then & Now

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Certificates by the Finance Director and the payment of amounts due for various purchase orders; and declaring an emergency.”; Mrs. Westphal moved, Ms. Stough seconded for passage of Ordinance No. 93-2025 as an emergency measure; roll call vote being: Haynam, McCann, Hansen, Westphal, Murphy, Stough, Richardson; (7) yeas; (0) nays. The motion carried.

Certificates...”

Mayor Frye stated that Council will now consider agenda item 13.

Mr. Hansen presented and read aloud by title only, proposed Ordinance No. 94-2025, a written copy of same having been previously furnished to each member of Council “Authorizing the Mayor and Director of Finance to enter into an amended agreement for the establishment of a Regional Combined Health District for the administration of health and environmental services within the geographical jurisdiction of Lucas County; and declaring an emergency.”; Mr. Hansen moved, Mr. Haynam seconded for passage of Ordinance No. 94-2025 as an emergency measure; roll call vote being: Richardson, McCann, Hansen, Westphal, Murphy, Stough, Haynam; (7) yeas; (0) nays. The motion carried.

Ordinance No.
94-2025,
“...Amend
Agreement...
Regional
Combined Health
District...”

Mayor Frye stated that Council will now consider added agenda item 14.

Police Chief’s letter requesting approval of purchase was placed on file. Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 95-2025, “Accepting the proposal of Mountain Man Ski and Bike for the purchase of four Aventon Adventure E-Bikes and additional batteries; appropriating funds therefore in an amount not to exceed \$7,899; and declaring an emergency; Mrs. Westphal moved, Mr. Haynam seconded for passage of Ordinance No. 95-2025 as an emergency measure; roll call vote being: Hansen, Murphy, Westphal, Haynam, McCann, Richardson, Stough; (7) yeas; (0) nays. The motion carried.

Ordinance No.
95-2025, “...
E-Bike Purchase
...Police
Division ...”

Mayor Frye stated that Council will now consider agenda item 15a.

Police Chief’s letter requesting approval to post seized vehicle on GovDeals.com was placed on file. Mrs. Westphal moved, Mr. Hansen seconded to approve posting a 2011 Ford F350, a seized vehicle, on GovDeals.com for auction; roll call vote being: Richardson, McCann, Hansen, Westphal, Murphy, Stough, Haynam; (7) yeas; (0) nays. The motion carried.

2011 Ford F350
seized vehicle on
GovDeals.com
for auction.

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Mayor Frye stated that Council will now consider agenda item 15b.

Police Chief's letter requesting approval to post items on GovDeals.com was placed on file. Mrs. Westphal moved, Mr. Hansen seconded to approve posting obsolete equipment and a 2014 Police Interceptor on GovDeals.com for auction; roll call vote being: Haynam, Richardson, McCann, Hansen, Westphal, Murphy, Stough; (7) yeas; (0) nays. The motion carried.

Post equipment
& Police
Interceptor on
GovDeals.com
for auction.

Mayor Frye stated that Council will now consider agenda item 16.

Mr. Haynam presented and read aloud by title only, proposed Resolution No. 14-2025, a written copy of same having been previously furnished to each member of Council "Adopting a Statement, pursuant to Revised Code of Ohio 709.03 (D), indicating what services will be provided to the area proposed to be annexed to the City of Sylvania by petition for annexation filed with the Board of Lucas County Commissioners; and declaring an emergency."; Mr. Haynam moved, Ms. Stough seconded for passage of Resolution No. 14-2025 as an emergency measure; roll call vote being: Richardson, McCann, Hansen, Westphal, Murphy, Stough, Haynam; (7) yeas; (0) nays. The motion carried.

Resolution No.
14-2025,
"...Services
Provided...
Annexation..."

Mayor Frye stated that Council will now consider agenda item 17.

Mr. Haynam moved, Mr. Hansen seconded to refer Petition for Zoning Ordinance Amendment ZA-1-2025, from Mike Hojnacki for 5540 N. Centennial Rd., Sylvania, Ohio, to change current Mixed Zoning to B-2 Zoning for a Commercial Flex Space Development, to the Municipal Planning Commission for review and recommendation; roll call vote being: Murphy, Stough, Richardson, Westphal, McCann, Hansen, Haynam; (7) yeas; (0) nays. The motion carried.

Refer ZA-1-2025
to Plan
Commission.

Mayor Frye stated all agenda items have been addressed.

Mrs. Westphal moved, Mr. Hansen seconded to adjourn at 8:40 p.m. Roll call vote being: Murphy, Westphal, Hansen, McCann, Stough, Richardson, Haynam; (7) yeas; (0) nays.

Adjournment.

Clerk of Council

Mayor