

Minutes of the Meeting of Council
September 15, 2025

The Council of the City of Sylvania, Ohio met in regular session on September 15, 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 Ms. Stough.

Pledge of
Allegiance.

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

None

No additions to
the agenda.

Mrs. Westphal moved, Mr. Haynam seconded to approve the agenda as written; 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 September 2, 2025 regular meeting minutes. Ms. Stough noticed a mistake in section 5a of the minutes which will be corrected by the clerk and posted online. Mrs. Westphal moved, Ms. Stough 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 September 2, 2025 be approved as amended; roll call vote being: Stough, Westphal, Hansen, McCann, Richardson, Murphy, Haynam; (7) yeas; (0) nays. The motion carried.

Approval of
amended
Sept. 2, 2025
Council meeting
minutes.

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

Baron Black, President of the Sylvania Community Services (SCS) Board, gave a brief presentation on their upcoming November ballot issue. He is asking for council endorsement of Issue 6 which is a new levy and not a replacement. The current 5-year levy expires November, 2025. Mr. Haynam moved, Ms. Stough seconded to authorize the administration to prepare a resolution of endorsement for the October 6, 2025 council meeting after they receive and review the SCS financials; roll call vote being: Haynam, Stough, Hansen, Richardson, Murphy, McCann, Westphal; (7) yeas; (0) nays. The motion carried.

Senior Center
November Ballot
Issue.

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

Mr. Murphy gave a brief report on the Parks & Forestry Committee meeting held this date. Public Service Director, Joe Shaw, described a possible new Green Yard Waste Program for City residents and the need for purchasing a new green yard waste truck. Mr. Haynam asked to see the potential cost for residents if green yard waste collection was included with current refuse/recycling collection.

Report from
Parks & Forestry
Meeting held this
date.

Minutes of the Meeting of Council
September 15, 2025

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

Mrs. Westphal gave a brief report on the Committee of the Whole (C.O.W.) meeting held this date. Public Service Director, Joe Shaw, briefly explained the 3 different concepts for the city's new gateway signage that Edge prepared. Kristyn Bowden, from Edge, explained the materials used in the 3 concepts and their durability. Mrs. Westphal stated that the Municipal Planning Commission's recommendation was to use concept 1 because the red brick is traditional and fits the current look of our city. A motion was made during the meeting for the administration to move forward with concept 1.

Report from the
C.O.W. meeting
held this date.

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

Mrs. Westphal presented and read aloud by title only, proposed Resolution No. 16-2025, a written copy of same having been previously furnished to each member of Council "Resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor"; Mrs. Westphal moved, Mr. Hansen seconded for passage of Resolution No. 16-2025 as an emergency measure; roll call vote being: Haynam, McCann, Hansen, Richardson, Westphal, Murphy, Stough; (7) yeas; (0) nays. The motion carried.

Resolution No.
16-2025, "...
Amount &
Rates...Tax
Levies..."

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

Ms. Stough presented and read aloud by title only, proposed Ordinance No. 103-2025, 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 Certificates by the Finance Director and the payment of amounts due for various purchase orders; and declaring an emergency; Ms. Stough moved, Mr. Haynam seconded for passage of Ordinance No. 103-2025 as an emergency measure; roll call vote being: Murphy, Stough, Westphal, McCann, Richardson, Haynam, Hansen; (7) yeas; (0) nays. The motion carried.

Ordinance No.
103-2025, "...
Then & Now
Certificates..."

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

Mr. McCann presented and read aloud by title only, proposed Ordinance No. 104-2025, a written copy of same having been previously furnished to each member of Council "Revising the Administrative, Departmental and Divisional Organization of the City

Ordinance No.
104-2025, "...
Amend Section

Minutes of the Meeting of Council
September 15, 2025

and the Codified Ordinances thereof by amending Sylvania Codified Ordinance Section 131.01 – Department of Law – Director and Division of Prosecution; amending Sylvania Codified Ordinance Section 139.03(e)(3) to set the salary of the ‘Victim Advocate’ at \$65,000 annually commencing October 1, 2025 and thereafter; and declaring an emergency.”; Mr. McCann moved, Mr. Haynam seconded for passage of Ordinance No. 104-2025 as an emergency measure; roll call vote being: Stough, Hansen, Westphal, Haynam, McCann, Murphy, Richardson; (7) yeas; (0) nays. The motion carried.

139.03(e)(3) ...
Victim
Advocate...”

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

Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 105-2025, a written copy of same having been previously furnished to each member of Council “Revising the Administrative Code of the City and the Codified Ordinances thereof by amending Sylvania Codified Ordinance Chapter 111 – Council; by amending Section 111.01 – Council Rules; and declaring an emergency.”; Mrs. Westphal moved, Mr. Hansen seconded for passage of Ordinance No. 105-2025 as an emergency measure; roll call vote being: Haynam, McCann (nay), Hansen, Richardson, Westphal, Murphy, Stough; (6) yeas; (1) nays. The motion carried.

Ordinance No.
105-2025, “...
Amend Section
111.01... 6:30pm
council meeting
start time...”

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

Mr. Haynam presented and read aloud by title only, proposed Ordinance No. 106-2025, a written copy of same having been previously furnished to each member of Council “Amending Part Eleven – Planning and Zoning Code of the Codified Ordinances of Sylvania, 1979, as amended, by amending Section 1121.07 – Accessory Buildings and Uses; and declaring an emergency.”; Mr. Haynam moved, Mrs. Westphal seconded to refer proposed Ordinance No. 106-2025 to the Municipal Planning Commission for review and recommendation noting that Mr. Haynam does not agree with this procedure and would rather have these accessory buildings & uses be approved by Council as Planned Developments; roll call vote being: Haynam, McCann, Hansen, Westphal, Murphy, Stough, Richardson; (7) yeas; (0) nays. The motion carried.

Refer Proposed
Ordinance No.
106-2025 to Plan
Commission.

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

Minutes of the Meeting of Council
September 15, 2025

Service Director's letter recommending approval of the Property Management Agreement was placed on file. Mr. Murphy presented and read aloud by title only, proposed Ordinance No. 107-2025, a written copy of same having been previously furnished to each member of Council "Authorizing the Mayor and Director of Finance to enter into a Property Management Agreement with the Nature Conservancy to provide invasive species treatments in McNelly park; and declaring an emergency."; Mr. Murphy moved, Mr. Hansen seconded for passage of Ordinance No. 107-2025 as an emergency measure; roll call vote being: Richardson, McCann, Hansen, Westphal, Murphy, Stough, Haynam; (7) yeas; (0) nays. The motion carried.

Ordinance No.
107-2025, "...
Agreement with
Nature
Conservancy...
McNelly Park..."

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

Service Director's letter requesting approval of the Toledo Edison Subordinate Agreement was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 108-2025, a written copy of same having been previously furnished to each member of Council "Authorizing the Mayor and Director of Finance to execute and deliver to the Toledo Edison Company a Subordination Agreement and Easement for utility purposes ; and declaring an emergency."; Mr. Richardson moved, Mr. Hansen seconded for passage of Ordinance No. 108-2025 as an emergency measure; roll call vote being: Richardson, McCann, Hansen, Stough, Westphal, Murphy, Haynam; (7) yeas; (0) nays. The motion carried.

Ordinance No.
108-2025, "...
Toledo Edison
...Subordination
Agreement...
Utility purposes
..."

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

Service Director's letter requesting approval of the Toledo Edison easements was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 109-2025, a written copy of same having been previously furnished to each member of Council "Authorizing the Mayor and Director of Finance to execute and deliver to the Toledo Edison Company an Easement Agreement for utility purposes; and declaring an emergency."; Mr. Richardson moved, Mrs. Westphal seconded for passage of Ordinance No. 109-2025 as an emergency measure; roll call vote being: Richardson, McCann, Hansen, Stough, Westphal, Murphy, Haynam; (7) yeas; (0) nays. The motion carried.

Ordinance No.
109-2025, "...
Toledo Edison
Easement...
6501 Monroe
Street..."

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

Minutes of the Meeting of Council
September 15, 2025

Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 110-2025, a written copy of same having been previously furnished to each member of Council “Authorizing the Mayor and Director of Finance to execute and deliver to the Toledo Edison Company an Easement Agreement for utility purposes; and declaring an emergency.”; Mr. Richardson moved, Mr. Hansen seconded for passage of Ordinance No. 110-2025 as an emergency measure; roll call vote being: Stough, McCann, Hansen, Westphal, Murphy, Haynam, Richardson; (7) yeas; (0) nays. The motion carried.

Ordinance No. 110-2025, “... Toledo Edison Easement... 5757 Main Street...”

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

Mr. Hansen presented and read aloud by title only, proposed Ordinance No. 111-2025, a written copy of same having been previously furnished to each member of Council “Authorizing the Mayor and Director of Finance to execute and deliver to the Toledo Edison Company an Easement Agreement for utility purposes; and declaring an emergency.”; Mr. Hansen moved, Ms. Stough seconded for passage of Ordinance No. 111-2025 as an emergency measure; roll call vote being: Richardson, McCann, Hansen, Stough, Westphal, Murphy, Haynam; (7) yeas; (0) nays. The motion carried.

Ordinance No. 111-2025, “... Toledo Edison Easement... 5734 Lane Drive...”

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

Service Director’s letter requesting authorization to begin letters of interest solicitation for Design Engineering Services for the Brint/Main/Holland-Sylvania Roundabout Project. Mr. Richardson moved, Mrs. Westphal seconded to authorize the administration to begin letters of interest solicitation for this project; roll call vote being: Hansen, Richardson, McCann, Stough, Westphal, Murphy, Haynam; (7) yeas; (0) nays. The motion carried.

LOI Solicitation Brint/Main/H-S Roundabout Project.

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

Mr. Haynam moved, Mrs. Westphal seconded to set a Public Hearing for Monday, October 20, 2025 at 7:00 p.m. in Council Chambers at 6635 Maplewood Avenue, Sylvania, Ohio to discuss Petition for Zoning Ordinance Amendment SUP-3-2025 from Benjamin & Amanda Milliron at 5916 Main Street, Sylvania, Ohio to allow ground-mounted solar energy systems on their property; roll call vote being: Westphal, Stough, Murphy, Richardson, McCann, Hansen, Haynam; (7) yeas; (0) nays. The motion carried.

Set Public Hearing for SUP-3-2025 for 10/20/25 at 7pm.

Minutes of the Meeting of Council
September 15, 2025

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

Mr. Haynam moved, Mrs. Westphal seconded to set a Public Hearing for Monday, October 20, 2025 at 7:00 p.m. in Council Chambers at 6635 Maplewood Avenue, Sylvania, Ohio to discuss 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; roll call vote being: Westphal, Murphy, Richardson, McCann, Stough, Hansen, Haynam; (7) yeas; (0) nays. The motion carried.

Set Public
Hearing for
ZA-1-2025 for
10/20/25 at 7pm.

Mayor Frye stated that Council will now consider agenda item 18.

Mr. Haynam moved, Mrs. Westphal seconded to set a Public Hearing for Monday, October 20, 2025 at 7:00 p.m. in Council Chambers at 6635 Maplewood Avenue, Sylvania, Ohio to discuss 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”; roll call vote being: Stough, Murphy, Richardson, Westphal, McCann, Hansen, Haynam; (7) yeas; (0) nays. The motion carried.

Set Public
Hearing for
Proposed
Ordinance No.
91-2025 for
10/20/25 at 7pm.

Mayor Frye stated that Council will now consider agenda item 19.

Mrs. Westphal moved, Mr. Hansen seconded to enter into Executive Session for the purpose of discussion of potential purchase and acquisition of real estate and personnel matters at 8:29 p.m. Roll call vote being: Haynam, Hansen, Stough, Westphal, McCann, Richardson, Murphy; (7) yeas; (0) nays. The motion carried.

Executive
Session: Real
Estate &
Personnel
matters.

Mrs. Westphal moved, Mr. Hansen seconded to return from Executive Session to General Session at 9:19 p.m. No decisions were made. Roll call vote being: Murphy, Stough, McCann, Richardson, Westphal, Hansen, Haynam; (7) yeas; (0) nays. The motion carried.

Minutes of the Meeting of Council
September 15, 2025

Mayor Frye stated all agenda items have been addressed.

Mrs. Westphal moved, Mr. Hansen seconded to adjourn at 9:20 p.m. Roll call vote being: Murphy, Westphal, Hansen, McCann, Stough, Richardson, Haynam; (7) yeas; (0) nays.

Adjournment.

Clerk of Council

Mayor