

Minutes of the Meeting of Council
November 17, 2025

The Council of the City of Sylvania, Ohio met in regular session on November 17, 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. McCann.

Pledge of
Allegiance.

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

Item #20 – Proposed Ordinance No. 130-2025.

Item #21 – Proposed Ordinance No. 131-2025.

Item #22 – Sister City Update by Mayor Frye.

Item #5a – Move Item #16, Proposed Resolution 19-2025, to this line on the agenda.

Additions to the
agenda.

Mrs. Westphal moved, Mr. McCann 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 November 3, 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 November 3, 2025 be approved as written; roll call vote being: Stough, Westphal, Hansen, McCann, Murphy, Richardson, Haynam; (7) yeas; (0) nays. The motion carried.

Approval of
Nov. 3, 2025
Council meeting
minutes.

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

Mayor Frye presented Jonah Meyer-Crothers with a proclamation proclaiming November 17, 2025 as “Jonah Meyer-Crothers Day “for his achievements as a member of the United States Men’s Cerebral Palsy National Soccer Team playing in the International Tournament in Uruguay in October of this year. He and his team won a gold medal defeating Argentina 4-1, and Jonah was named the Most Valuable Player of the tournament.

Proclamation
presentation to
Jonah Meyer-
Crothers.

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

Mr. McCann presented and read aloud by title only, proposed Resolution No. 19-2025, a written copy of same having been previously furnished to each member of Council “Re-Appointing George Hilfinger to the Board of Trustees of Sylvania Area Joint Recreation District (“SAJRD”) for a term expiring December 31, 2028; and declaring an emergency.”; Mr. McCann moved, Mr. Murphy seconded for passage of Resolution No. 19-2025 as an emergency measure; roll call vote being: Haynam, McCann, Hansen, Westphal, Murphy, Stough, Richardson; (7) yeas; (0) nays. The motion carried.

Resolution No.
19-2025, “Re-
Appointing
George Hilfinger
...SAJRD...”

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

Mrs. Westphal moved, Mr. Haynam seconded to enter into Executive Session for the purpose of discussion on pending litigation at 7:38 p.m. Roll call vote being: Haynam, Richardson, Stough, McCann, Murphy, Westphal, Hansen; (7) yeas; (0) nays. The motion carried.

Executive
Session:
Pending
Litigation.

Mr. Haynam moved, Mrs. Westphal seconded to return from Executive Session to General Session at 8:30 p.m. No action taken and no decisions were made. Roll call vote being: Stough, Westphal, McCann, Murphy, Hansen, Haynam, Richardson; (7) yeas; (0) nays. The motion carried.

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

Mrs. Westphal gave a brief report on the Finance Committee meeting held this date. The discussion centered on a possible new Community Reinvestment Area (CRA) at Little Road and Centennial Road. Ms. Brinning reviewed for everyone the purpose and function of CRA's. New CRA boundaries were talked about for the future which led to council members wanting more time to review proposed Ordinance No. 120-2025 that would establish this new CRA area.

Report from
Finance
Committee
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 Ordinance No. 117-2025, a written copy of same having been previously furnished to each member of Council "To make appropriations for current expenditures and other expenditures of the City of Sylvania, Ohio, for the fiscal year ending December 31, 2026; and declaring an emergency"; Mrs. Westphal moved, Mr. Hansen seconded for passage Ordinance No. 117-2025 as an emergency measure; roll call vote being: Haynam, McCann, Hansen, Westphal, Murphy, Stough, Richardson; (7) yeas; (0) nays. The motion carried.

Ordinance No.
117-2025, "...
2026 Budget...
Second reading
..."

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

Service Director's letter requesting approval of change order was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 123-2025, a written copy of same having been previously furnished to each member of Council "Authorizing the Mayor and Director of Finance to approve Change Order No. 1 to this City's agreement with Helms & Sons Excavating, Inc. for the Downtown Transportation Improvements (Phase 1) Project to provide for several scope of work items that changed during construction; increasing the contract amount by \$130,708.43; appropriating funds therefore; and declaring an emergency; Mr. Richardson moved, Mr. Haynam seconded for passage of Ordinance No. 123-2025 as an emergency measure; roll call vote being: Haynam, Murphy, Stough, Westphal, McCann, Richardson, Hansen; (7) yeas; (0) nays. The motion carried

Ordinance No.
123-2025, "...
Change Order
No. 1...Helms &
Sons...DT
Improvement
Project..."

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

Service Director's letter recommending contract award was placed on file. Mr. Hansen presented and read aloud by title only, proposed Ordinance No. 124-2025, a written copy of same having been previously furnished to each member of Council "Accepting the bid of FET Construction Services, LLC and awarding the contract for the Downtown Transportation Improvements Aerial Utility Bury Project to same; authorizing the expenditure for the improvements in the amount of \$937,064; appropriating funds therefore; and declaring an emergency; Mr. Hansen moved, Mr. Murphy seconded for passage of Ordinance No. 124-2025 as an emergency measure; roll call vote being: Murphy, Stough, Westphal, McCann, Richardson, Haynam, Hansen; (7) yeas; (0) nays. The motion carried.

Ordinance No.
124-2025, "...
FET
Construction...
Aerial Utility
Bury..."

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

Service Director's letter recommending approval of change order was placed on file. Mr. Hansen presented and read aloud by title only, proposed Ordinance No. 125-2025, a written copy of same having been previously furnished to each member of Council "Authorizing the Mayor and Director of Finance to approve Change Order No. 1 (Final) to this City's agreement with Ohio Excavating & Sewer Contractors Corp. relative to the Centennial Road Sanitary Sewer Extension Project; decreasing the contract amount by \$4,770; and declaring an emergency; Mr. Hansen moved, Ms.

Ordinance No.
125-2025, "...
Change Order
No. 1 (Final)...
Ohio Excavating
...Centennial
Sanitary
Sewer..."

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Stough seconded for passage of Ordinance No. 125-2025 as an emergency measure; roll call vote being: Stough, Westphal, McCann, Murphy, Richardson, Haynam, Hansen; (7) yeas; (0) nays. The motion carried.

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

Mr. Hansen presented and read aloud by title only, proposed Ordinance No. 126-2025, a written copy of same having been previously furnished to each member of Council “Amending the Codified Ordinances of Sylvania, 1979, as amended, by increasing Water Service Charges per one thousand gallons (1,000) from eight and 75/100 dollars (\$8.75) to nine and 45/100 dollars (\$9.45) for City users and from ten and 94/100 dollars (\$10.94) to thirteen and 68/100 dollars (\$13.68) for Non-City users; and declaring an emergency; Mr. Hansen moved, Mrs. Westphal seconded for passage of Ordinance No. 126-2025 as an emergency measure; roll call vote being: Murphy, Stough, Westphal, McCann, Richardson, Haynam, Hansen; (7) yeas; (0) nays. The motion carried.

Ordinance No.
126-2025, “...
Increasing water
Service Charges
...”

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

Mr. Murphy presented and read aloud by title only, proposed Ordinance No. 127-2025, a written copy of same having been previously furnished to each member of Council “Amending Chapter 925 of the Sylvania Codified Ordinances by amending Section 925.05 – Sewer Charges levied to increase the sewer charges for both industrial and non-industrial City and Non-City users; and declaring an emergency; Mr. Murphy moved, Mrs. Westphal seconded for passage of Ordinance No. 127-2025 as an emergency measure; roll call vote being: McCann, Murphy, Stough, Westphal, Richardson, Haynam, Hansen; (7) yeas; (0) nays. The motion carried

Ordinance No.
127-2025, “...
Sewer Charges
levied to increase
...”

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

Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 128-2025, 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 agreement with the Criminal Justice Coordinating Council to provide a NORIS Terminal for use by the Sylvania Police Division for 2026; and declaring an emergency; Mrs. Westphal moved, Mr. Haynam seconded for passage of Ordinance No. 128-2025 as an

Ordinance No.
128-2025, “...
NORIS Terminal
...Police
Division for
2026...”

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

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

Ms. Stough presented and read aloud by title only, proposed Ordinance No. 129-2025, 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 agreement with the Criminal Justice Coordinating Council to provide a NORIS Terminal for use by the Sylvania Police Division for 2026; and declaring an emergency; Mrs. Westphal moved, Mr. Haynam seconded for passage of Ordinance No. 129-2025 as an emergency measure; roll call vote being: Murphy, Stough, McCann, Westphal, Richardson, Haynam, Hansen; (7) yeas; (0) nays. The motion carried

Ordinance No. 129-2025, “... NORIS Terminal ...Prosecutors Office...”

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

Proposed Resolution No. 19-2025 was moved up in order on this agenda to #5a.

Moved to Item #5a.

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

Mr. Haynam moved, Mr. Hansen seconded to set a Public Hearing for Petition for Zoning Ordinance Amendment Application SUP-4-2025, from William Gross requesting a Special Use Permit to build an open carport at 5910 Balfour Road, Sylvania, Ohio 43560 on Monday, January 5, 2026 at 6:15 p.m.; roll call vote being: Hansen, Haynam, Richardson, Westphal, Stough, McCann, Murphy; (7) yeas; (0) nays. The motion carried.

Set Public Hearing for SUP-4-2025 1/5/2026 at 6pm.

After discussion about the January 5, 2026 City Council Organizational meeting taking place at 6:15 p.m., Mr. Haynam moved, Mr. Hansen seconded to change the time of the Public Hearing for SUP-4-2025 to 6:00 p.m.; roll call vote being: Richardson, Stough, McCann, Murphy, Haynam, Hansen, Westphal; (7) yeas, (0) nays. The motion carried.

Mayor Frye stated that Council will now consider added agenda item 20.

Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 130-2025, a written copy of same having been previously furnished to each member of

Ordinance No.

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Council “Authorizing the Mayor and Director of Finance to enter into an agreement with Flock Group, Inc. for 2 additional license plate reader cameras and associated software; appropriating funds therefore in the amount of \$13,300; and declaring an emergency; Mrs. Westphal moved, Mr. Hansen seconded for passage of Ordinance No. 130-2025 as an emergency measure; roll call vote being: Murphy, Stough, McCann, Westphal, Richardson, Haynam, Hansen; (6) yeas; (1) nay. The motion carried

130-2025, “...
Flock Group... 2
additional
cameras...”

Mayor Frye stated that Council will now consider added agenda item 21.

Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 131-2025, 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 agreement with Flock Group, Inc. for 15 license plate reader cameras and associated software; appropriating funds therefore in the amount of \$90,000; and declaring an emergency; Mrs. Westphal moved, Mr. Hansen seconded for passage of Ordinance No. 131-2025 as an emergency measure; roll call vote being: Westphal, Murphy, Stough, McCann, Richardson, Haynam, Hansen; (6) yeas; (1) nay. The motion carried

Ordinance No.
131-2025, “...
Flock Group...
15 cameras...”

Mayor Frye stated that Council will now consider added agenda item 22.

Mayor Frye attended our Sister City’s Santa Claus Parade in Woodstock, Ontario over the past weekend with Chief Miller and other Sister City Commission representatives. There were 89 illuminated floats in their nighttime parade. Everyone in Woodstock made all of our Sylvania representatives feel very welcome.

Sister City
Update by
Mayor Frye.

Mayor Frye stated all agenda items have been addressed.

Mrs. Westphal moved, Ms. Stough seconded to adjourn at 9:12 p.m. Roll call vote being: Westphal, Hansen, McCann, Murphy, Stough, Richardson, Haynam; (7) yeas; (0) nays.

Adjournment.

Clerk of Council

Mayor