

Minutes of the Meeting of Council  
December 15, 2025

The Council of the City of Sylvania, Ohio met in regular session on December 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 Mr. Murphy.

Pledge of  
Allegiance.

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

No additions to the agenda

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 December 15, 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 December 15, 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  
Dec. 15, 2025  
Council meeting  
minutes.

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

Scott Sands, Northwest Regional Liaison with the Ohio Auditor of State, Keith Faber's Office presented the City of Sylvania Finance Department with the 2024 State Audit Award. Finance Director, Toby Schroyer and Mayor Mark Frye accepted the award.

2024 State Audit  
Award  
presentation.

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

Mr. Haynam presented and read aloud by title only, proposed Ordinance No. 138-2025, a written copy of same having been previously furnished to each member of Council "Accepting for annexation to the City of Sylvania, Ohio, the territory described in Annexation Petition Number 2025-2 for which Leslie B. Brinning is the agent, and as hereinafter described; providing for the interim zoning of said territory; and declaring an emergency"; Mr. Haynam moved, Mrs. Westphal seconded for passage Ordinance No. 138-2025 as an emergency measure; roll call vote being: Haynam, McCann, Hansen, Westphal, Murphy, Stough, Richardson; (7) yeas; (0) nays. The motion carried.

Ordinance No.  
138-2025,  
"...Annexation  
Petition Number  
2025-2..."

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

Mr. McCann presented and read aloud by title only, proposed Ordinance No. 139-2025, a written copy of same having been previously furnished to each member of Council “Amending the Codified Ordinances of Sylvania, 1979, as amended, by amending Part Seventeen – Rate and Fee Schedule; and declaring an emergency”; Mr. McCann moved, Mrs. Westphal seconded for passage Ordinance No. 139-2025 as an emergency measure; roll call vote being: McCann, Hansen, Westphal, Murphy, Haynam, Stough, Richardson; (7) yeas; (0) nays. The motion carried.

Ordinance No.  
139-2025, “...  
Rate & Fee  
Schedule...”

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

Service Director’s letter recommending approval of Change Order No. 1 was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 140-2025, 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 and Sons Excavating, Inc. for the Harroun Road and Ravine Drive Intersection Improvement Project; decreasing the contract amount by \$10,313.77; and declaring an emergency”; Mr. Richardson moved, Mrs. Westphal seconded for passage Ordinance No. 140-2025 as an emergency measure; roll call vote being: Stough, McCann, Hansen, Westphal, Murphy, Haynam, Richardson; (7) yeas; (0) nays. The motion carried.

Ordinance No.  
140-2025, “...  
Change Order  
No. 1...Helms &  
Sons...Harroun  
& Ravine...”

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

Service Director’s letter requesting approval of MOU was placed on file. Mr. Hansen presented and read aloud by title only, proposed Ordinance No. 141-2025, a written copy of same having been previously furnished to each member of Council “Authorizing the Mayor and Director of Finance of the City of Sylvania, Ohio, to enter into a Memorandum of Understanding with the Toledo Metropolitan Area Council of Governments (“TMACOG”) for the Storm Water Coalition 2026 Mass Media Campaign; appropriating \$871.81 therefore; and declaring an emergency; Mr. Hansen moved, Ms. Stough seconded for passage of Ordinance No. 141-2025 as an emergency measure; roll call vote being: Hansen, Haynam, Murphy, Stough, Westphal, McCann, Richardson; (7) yeas; (0) nays. The motion carried

Ordinance No.  
141-2025, “...  
MOU with  
TMACOG...  
Storm water...  
2026 Mass  
Media  
Campaign...”

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

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. 142-2025, 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. for the 6339 Monroe Street Storm Sewer Replacement Project to provide for an additional scope of work item; increasing the contract amount by \$4,200; appropriating funds therefore; and declaring an emergency; Mr. Hansen moved, Mr. Haynam seconded for passage of Ordinance No. 142-2025 as an emergency measure; roll call vote being: Murphy, Stough, Westphal, McCann, Richardson, Haynam, Hansen; (7) yeas; (0) nays. The motion carried.

Ordinance No.  
142-2025, "...  
Change Order  
No. 1 (Final)...  
Ohio  
Excavating...  
6339 Monroe  
Street Storm  
Sewer..."

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

Service Director's letter requesting authorization to apply and purchase equipment was placed on file. Mr. Murphy presented and read aloud by title only, proposed Resolution No. 21-2025, a written copy of same having been previously furnished to each member of Council "A Resolution authorizing the Mayor and Director of Finance to file a grant application with the Ohio Bureau of Worker's Compensation to assist with the purchase of an articulating aerial boom lift; and declaring an emergency; Mr. Murphy moved, Mrs. Westphal seconded for passage of Resolution No. 21-2025 as an emergency measure; roll call vote being: Stough, Westphal, McCann, Murphy, Richardson, Haynam, Hansen; (7) yeas; (0) nays. The motion carried.

Resolution No.  
21-2025, "...  
OBWC...  
Purchase of  
Aerial Boom  
Lift..."

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

Mr. Richardson moved, Mrs. Westphal seconded to authorize the administration to begin Letters of Interest (LOI) solicitation for Construction Management Services for the Downtown Transportation Improvements Project (Phase 2); roll call vote being: McCann, Stough, Westphal, Murphy, Richardson, Haynam, Hansen; (7) yeas; (0) nays. The motion carried.

LOI Solicitation  
for DT Trans.  
Project Phase 2.

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

Mr. Richardson moved, Ms. Stough seconded to authorize the administration to begin Letters of Interest (LOI) solicitation for Construction Management Services for the Pedestrian Hybrid Beacons Project; roll call vote being: McCann, Murphy, Stough, Westphal, Richardson, Haynam, Hansen; (7) yeas; (0) nays. The motion carried

LOI Solicitation  
for PHB Project.

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

Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 143-2025, a written copy of same having been previously furnished to each member of Council "To make certain adjustments to account allocations within the fund appropriations for the fiscal year ending December 31, 2025; and declaring an emergency; Mrs. Westphal moved, Mr. Hansen seconded for passage of Ordinance No. 143-2025 as an emergency measure; roll call vote being: Richardson, Murphy, Stough, McCann, Westphal, Haynam, Hansen; (7) yeas; (0) nays. The motion carried

Ordinance No.  
143-2025, "...  
Adjustments to  
Account  
Allocations...  
12/31/2025..."

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

Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 144-2025, 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; Mrs. Westphal moved, Mr. Hansen seconded for passage of Ordinance No. 144-2025 as an emergency measure; roll call vote being: Murphy, Stough, McCann, Westphal, Richardson, Haynam, Hansen; (7) yeas; (0) nays. The motion carried

Ordinance No.  
144-2025, "...  
Then & Now  
Certificates..."

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

Mr. McCann presented and read aloud by title only, proposed Ordinance No. 145-2025, a written copy of same having been previously furnished to each member of Council "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, and other ordinances; by granting pay increases to the appointed officials whose titles are listed in Section 139.03(e)(3), by granting a four

Ordinance No.  
145-2025, "...  
Position &  
Compensation  
Pay Plan  
Changes..."

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percent (4%) pay increase to all non-union city employees and court employees whose positions are included in the list of occupational titles of Section 139.02(a) of the Codified Ordinances of Sylvania which increase is reflected in the Annual Wage Rate Schedule 4 of Section 139.10(D) of the Sylvania Codified Ordinances; by granting pay increases for some of the employees in the Labor and Trades Supervision Group; and declaring an emergency”; Mr. McCann moved, Mr. Murphy seconded for passage Ordinance No. 145-2025 as an emergency measure; roll call vote being: McCann, Hansen, Westphal, Murphy, Haynam, Stough, Richardson; (7) yeas; (0) nays. The motion carried.

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

Mrs. Westphal moved, Mr. McCann seconded to set the Sylvania City Council Organizational Meeting for Monday, January 5, 2026 at 6:15 p.m. in City Council Chambers, 6635 Maplewood Avenue, Sylvania, Ohio; roll call vote being: Murphy, Richardson, Westphal, Stough, McCann, Hansen, Haynam; (7) yeas; (0) nays. The motion carried.

Set City Council  
Organizational  
meeting for  
1/5/26 at 6:15pm.

Mayor Frye stated that all items have been addressed.

Mrs. Westphal moved, Mr. McCann seconded to adjourn at 8:16 p.m. Roll call vote being: Westphal, Hansen, McCann, Murphy, Stough, Richardson, Haynam; (7) yeas; (0) nays.

Adjournment.

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Clerk of Council

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Mayor

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