

Minutes of the Meeting of Council  
January 6, 2025

The Council of the City of Sylvania, Ohio met in regular session on January 6, 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, Patrick Richardson, Lyndsey Stough (excused), Mary Westphal; (5) present; (1) absent.

Roll call:  
5 present,  
1 absent.

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

Pledge of  
Allegiance.

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

Mr. Mark R. Frye was ceremonially sworn in by Judge Michael Bonfiglio as the new Mayor of the City of Sylvania.

Ceremonial  
Swearing in of  
Mark Frye as  
Mayor.

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

Town Crier, Michael Lieber, formally introduced new Mayor Mark R. Frye to members of the audience, City Council and Administration.

Town Crier  
introduction of  
Mayor Frye.

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

The following items were added to the agenda:

Item 5a. – Special Council Meeting results.

Item 7a. – Proposed Ordinance No. 11-2025 for ZA-2-2024.

Item 20b. – Proposed Resolution No. 2-2025 appointment to BZA.

Item 21a. – Schedule C.O.W. meetings to fill vacant City Council seat.

Additions to the  
agenda.

Mrs. Westphal moved, Mr. Haynam seconded to approve the amended agenda; roll call vote being: McCann, Haynam, Westphal, Hansen, Richardson; (5) yeas; (0) nays. The motion carried.

Agenda approval.

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

During the Special City Council Meeting held this date at 7:00 p.m., Mrs. Westphal was unanimously elected as the new President of Sylvania City Council.

Special Council  
meeting results.

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

Mrs. Westphal presented the December 16, 2024 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 16, 2024 be approved; roll call vote being: Westphal, Hansen, McCann, Richardson, Haynam; (5) yeas; (0) nays. The motion carried.

Approval of the  
Dec. 16, 2024  
Meeting minutes.

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

Mrs. Westphal gave a brief report on the Public Hearing held this date for Petition for Zoning Amendment Application No. ZA-2-2024, Mike Hojnacki, Centennial Crossings, 8233 Sunset Lane and 5750 Breezy Porch Drive, to build two 7-unit town

Report on Public  
Hearing held this  
date. ZA-2-2024.

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homes. There was no opposition heard on this petition. Clay Hepler, President of the HOA, requested the City review concerns of congestion on Centennial Road, traffic speeds and too many curb cuts. Mr. Haynam moved, Mr. Hansen seconded, to advance legislation to Council for approval of this petition; roll call vote being: Westphal, Hansen, Haynam, Richardson, McCann; (5) yeas; (0) nays. The motion carried.

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

Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 11-2025, a written copy of same having been previously furnished to each member of Council “Approving the recommendation of the Municipal Planning Commission to approve Petition for Zoning Ordinance Amendment No. ZA-2-2024 on the petition of Mike Hojnacki to change the zoning of 8233 Sunset Lane and 5750 Breezy Porch Drive, Sylvania, Ohio 43560; and declaring an emergency.”; Mrs. Westphal moved, Mr. Haynam seconded for passage of Ordinance No. 11-2025 as an emergency measure; roll call vote being: Haynam, McCann, Hansen, Westphal, Richardson; (5) yeas; (0) nays. The motion carried.

Ordinance No. 11-2025, “... Approve... ZA-2-2024 of Mike Hojnacki... 8233 Sunset Lane & 5750 Breezy Porch Drive...”

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

Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 1-2025, 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 3-year Collective Bargaining Agreement commencing January 1, 2025, on behalf of the City of Sylvania Municipal Employees Association (SMEA), affiliated with District 8, American Federation of State, County and Municipal Employees, AFL-CIO; and declaring an emergency.”; Mrs. Westphal moved, Mr. Hansen seconded for passage of Ordinance No. 1-2025 as an emergency measure; roll call vote being: Haynam, Hansen, Westphal, Richardson, McCann; (5) yeas; (0) nays. The motion carried.

Ordinance No. 1-2025, “... 3-year Collective Bargaining Agreement...”

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

Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 2-2025, 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

Ordinance No. 2-2025, “... Position & Compensation

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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 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.”; Mrs. Westphal moved, Mr. McCann seconded for passage of Ordinance No. 2-2025 as an emergency measure; roll call vote being: Westphal, Haynam, McCann, Hansen, Richardson; (5) yeas; (0) nays. The motion carried.

Pay Plan  
Changes...  
Section 139...”

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

Mr. Haynam presented and read aloud by title only, proposed Ordinance No. 3-2025, a written copy of same having been previously furnished to each member of Council “Authorizing an agreement between Donald J. Schonhardt & Associates, Inc. and the City of Sylvania whereby said firm will assist the City in preparation of its 2024, 2025 and 2026 Basic Financial Statements (BFSs) in compliance with Generally Accepted Accounting Principles (GAAP) at costs not to exceed \$15,000 for 2024, \$15,000 for 2025, and \$15,000 for 2026 plus mileage for each year; authorizing the Mayor and Director of Finance to sign the agreement on behalf of the City; and declaring an emergency.”; Mr. Haynam moved, Mr. Hansen seconded for passage of Ordinance No. 3-2025 as an emergency measure; roll call vote being: Haynam, McCann, Hansen, Westphal, Richardson; (5) yeas; (0) nays. The motion carried.

Ordinance No.  
3-2025,  
“...Schonhardt  
...2024, 2025,  
2026 BFSs...”

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

Mr. Haynam presented and read aloud by title only, proposed Ordinance No. 4-2025, 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 Ohio Attorney General for the collection of unpaid court costs; and declaring an emergency.”; Mr. Haynam moved, Mr. McCann seconded for passage of Ordinance No. 4-2025 as an emergency measure; roll call vote being: Haynam, Westphal, McCann, Hansen, Richardson; (5) yeas; (0) nays. The motion carried.

Ordinance No.  
4-2025, “... Ohio  
Attorney General  
...unpaid court  
costs...”

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

Mr. Hansen presented and read aloud by title only, proposed Ordinance No. 5-2025, “Authorizing the Mayor and Director of Finance to enter into an Offer to Purchase and First Amendment to Offer to Purchase for the property located at 5710, 5716 and 5720 Summit Street, Sylvania, Lucas County, Ohio, 43560, owned by Quinnell Investments, Ltd., an Ohio Limited Liability Company for the amount of \$200,000; providing funds for said purchase; authorizing the payment of the purchase price; and declaring an emergency; Mr. Hansen moved, Mr. Haynam seconded for passage of Ordinance No. 5-2025 as an emergency measure; roll call vote being: Westphal, Hansen, Haynam, McCann, Richardson; (5) yeas; (0) nays. The motion carried.

Ordinance No.  
5-2025, “...5710,  
5716, 5720  
Summit Street...  
Quinnell...”

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

Service Director’s letter recommending approval of legislative documents was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 6-2025, “Authorizing the Mayor and Director of Finance of the City of Sylvania, Ohio to enter into a contract with the State of Ohio, Department of Transportation for the US23/SR51 (Monroe Street) Interchange Improvement Project and SR51 (Monroe Street) from the termini of the Interchange Project to Whiteford Road Resurfacing Project; appropriating funds for said improvements in the amount of \$6,189,195; and declaring an emergency; Mr. Richardson moved, Mr. Hansen seconded for passage of Ordinance No. 6-2025 as an emergency measure; roll call vote being: Westphal, Haynam, McCann, Hansen, Richardson; (5) yeas; (0) nays. The motion carried.

Ordinance No.  
6-2025, “...  
ODOT...US23/  
Monroe Street  
Interchange  
Project...”

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

Service Director’s letter recommending approval of the proposal was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 7-2025, “Accepting the proposal of DGL Consulting Engineers, LLC to provide professional engineering services for the Brint & Harroun Roundabout Project; appropriating funds therefore in the amount of \$231,608; and declaring an emergency; Mr. Richardson moved, Mr. McCann seconded for passage of Ordinance No. 7-2025 as an emergency measure; roll call vote being: Haynam, Westphal, McCann, Hansen, Richardson; (5) yeas; (0) nays. The motion carried.

Ordinance No.  
7-2025, “...DGL  
...Brint &  
Harroun  
Roundabout...”

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

Service Director’s letter recommending approval of the proposal was placed on file. Mr. McCann presented and read aloud by title only, proposed Ordinance No. 8-2025, “Accepting the proposal of American Structurepoint, Inc. to provide construction management services for the Downtown Transportation Improvements (Phase 1) Project; appropriating funds therefore in an amount not to exceed \$427,120; and declaring an emergency; Mr. McCann moved, Mrs. Westphal seconded for passage of Ordinance No. 8-2025 as an emergency measure; roll call vote being: Westphal, Haynam, McCann, Hansen, Richardson; (5) yeas; (0) nays. The motion carried.

Ordinance No. 8-2025, “... American Structurepoint... Downtown Transportation (Phase 1) ...”

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

Service Director’s letter recommending approval of the proposal was placed on file. Mr. McCann presented and read aloud by title only, proposed Ordinance No. 9-2025, “Accepting the proposal of American Structurepoint, Inc. to provide construction management services for the Harroun Road and Ravine Drive Intersection Improvement Project; appropriating funds therefore in an amount not to exceed \$170,436; and declaring an emergency; Mr. McCann moved, Mrs. Westphal seconded for passage of Ordinance No. 9-2025 as an emergency measure; roll call vote being: McCann, Westphal, Haynam, Hansen, Richardson; (5) yeas; (0) nays. The motion carried.

Ordinance No. 9-2025,” ... American Structurepoint... Harroun & Ravine Intersection...”

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

Service Director’s letter requesting approval to advertise for bids on the Silvertown Drive Waterline Improvements and Resurfacing Project. Mr. McCann moved, Mrs. Westphal seconded, to approve the request to advertise for bids on this project; roll call vote being: Hansen, McCann, Westphal, Haynam, Richardson; (5) yeas; (0) nays. The motion carried.

Advertise for Bids on Silvertown Waterline & Resurfacing Project.

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

Mr. Hansen presented and read aloud by title only, proposed Ordinance No. 10-2025, “Revising the Administrative, Departmental and Divisional Organization of the City and the Codified Ordinances thereof by amending Sylvania Codified Ordinance Chapter 125 – Department of Public Safety; and declaring an emergency; Mr. Hansen moved, Mr. McCann seconded for passage of Ordinance No. 10-2025 as an emergency

Ordinance No. 10-2025, “... Revising the Administrative... Chapter 125... Public Safety...”

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measure; roll call vote being: McCann, Westphal, Haynam, Hansen, Richardson; (5) yeas; (0) nays. The motion carried.

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

Mr. Hansen presented and read aloud by title only, proposed Resolution No. 1-2025, “A Resolution designating the Clerk of Council as the Mayor and City Council’s designee to attend training programs and seminars about the Public Records Law as required by Ohio Revised Code Section 109.43; and declaring an emergency; Mr. Hansen moved, Mrs. Westphal seconded for passage of Resolution No. 1-2025 as an emergency measure; roll call vote being: McCann, Westphal, Haynam, Hansen, Richardson; (5) yeas; (0) nays. The motion carried.

Resolution No. 1-2025, “... Clerk of Council ...Public Records Law...”

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

Mrs. Westphal gave a brief report on the Employee & Community Relations Committee meeting held this date. The meeting was called to conduct an interview for the open seat on the Board of Zoning Appeals. Mary Morrison, City TARTA representative, was interviewed and is willing to serve on the board. Mrs. Morrison has lived in the City for over 40 years and is very committed to serving on this board.

Report on Emp. & Comm. Relations Committee Meeting held this date.

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

Mrs. Westphal presented and read aloud by title only, proposed Resolution No. 2-2025, “Appointing Mary Morrison to the Zoning Board of Appeals for a term expiring December 31, 2027; and declaring an emergency; Mrs. Westphal moved, Mr. McCann seconded for passage of Resolution No. 1-2025 as an emergency measure; roll call vote being: McCann, Westphal, Haynam, Hansen, Richardson; (5) yeas; (0) nays. The motion carried.

Resolution No. 2-2025,” ...Mary Morrison... BZA...”

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

Mrs. Westphal moved, Mr. Richardson seconded to set a Committee of the Whole meeting to review Sylvania City Council applications for January 14, 2025 at 7:30am in City Council Chambers; roll call vote being: Richardson, McCann, Westphal, Haynam, Hansen; (5) yeas; (0) nays. The motion carried.

C.O.W. meeting set for 1/14/25 at 7:30am.

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Mrs. Westphal moved, Mr. Hansen seconded to set a Committee of the Whole meeting to conduct interviews for the vacant seat on Sylvania City Council for January 16, 2025 at 6:00pm in City Council Chambers; roll call vote being: Richardson, McCann, Westphal, Haynam, Hansen; (5) yeas; (0) nays. The motion carried. C.O.W. meeting set for 1/16/25 at 6:00pm.

Mrs. Westphal moved, Mr. Hansen seconded to set a Committee of the Whole meeting for January 21, 2025 at 7:00pm in City Council Chambers to make a final decision on filling the vacant seat on Sylvania City Council; roll call vote being: Richardson, McCann, Westphal, Haynam, Hansen; (5) yeas; (0) nays. The motion carried. C.O.W. meeting set for 1/21/25 at 7:00pm.

Mayor Frye stated all agenda items have been addressed.

Mrs. Westphal moved, Mr. McCann seconded to adjourn at 8:40 p.m. Roll call vote being: Westphal, Hansen, McCann, Richardson, Haynam; (5) yeas; (0) nays. Adjournment.

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Clerk of Council

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Mayor

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