

RECORD OF PROCEEDINGS

Minutes of

Meeting

COPLEY COMMUNITY IMPROVEMENT CORPORATION

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

January 16, 2020

20

1 Date: January 16, 2020

2 Place: Copley Town Hall

3 Attendees: John Duncan, Sylvia Chinn-Levy, Janice Marshall, Nancy Roesner, Jessica
4 Vargo, Susan Bishop, Bruce Koellner, Lynn Slaby (phone), and Matt Springer.

5 Open-Meeting called to order at 6:00 p.m. by Vice President Nancy Roesner

6 MEETING Certification

7 Matt Springer certified the meeting is open to the public and notice has been sent to the
8 West Side Leader & Akron Beacon Journal

9 **APPOINTMENT OF TERMS FOR DIRECTORS** - 1/3 of the Board of Directors shall expire
10 at each Annual Meeting. The following individuals have terms which expire and would
11 require reappointments if they wish to continue serving on the CIC. New terms are
12 assigned for 3-year periods.

13 • **Sylvia Chinn-Levy**

14 • **Steve Panzner**

15 • **Nancy Roesner**

16 • **Township Trustee** – to be confirmed by the majority of CIC (represents a portion of the
17 40% Twp.)

18 Janice Marshall moved to reappoint the three individuals, second by Jessica Vargo.

19 **Roll Call: John Duncan, Yes; Sylvia Chinn-Levy, Yes; Janice Marshall, Yes, Nancy**
20 **Roesner, Yes; Susan Bishop, Yes. Bruce Koellner, Abstain; Lynn Slaby, Yes.**

21 Janice Marshall moved to appoint Bruce Koellner to the Township Trustee position, second
22 by Jessica Vargo.

23 **Roll Call: John Duncan, Yes; Sylvia Chinn-Levy, Yes; Janice Marshall, Yes, Nancy**
24 **Roesner, Yes; Susan Bishop, Yes; Bruce Koellner, Abstain: Lynn Slaby, Yes.**

25 ELECTION OF OFFICERS

26 • **President** - preside at all meetings, authorized to execute contracts and documents when
27 approved by the Board

28 • **Vice President** – perform duties in the absence of the President

29 • **Treasurer** – maintain adequate financial records, account for money and other valuables
30 belonging to the CIC

31 • **Secretary** – maintain record of proceedings.

32 Lynn Slaby announced that he will be stepping down as president and made the suggestion
33 that Jessica Vargo assume the position.

34 Janice Marshall nominated Jessica Vargo for the position of president of the CIC, second by
35 Nancy Roesner.

36 Jessica Vargo indicated she would accept the position.

37 **Roll Call: John Duncan, Yes; Sylvia Chinn-Levy, Yes; Janice Marshall, Yes; Nancy**
38 **Roesner, Yes; Susan Bishop, Yes; Bruce Koellner, Yes; Lynn Slaby, Yes.**

39 Vice President: Lynn Slaby nominated Nancy Roesner, second by Susan Bishop.

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- 1 **Roll Call: John Duncan, Yes; Sylvia Chinn-Levy, Yes; Janice Marshall, Yes; Nancy**
- 2 **Roesner, Abstain; Susan Bishop, Yes; Bruce Koellner, Yes; Lynn Slaby, Yes.**
- 3 Treasurer: Bruce Koellner nominated Janice Marshall, second by John Duncan.
- 4 **Roll Call: John Duncan, Yes; Sylvia Chinn-Levy, Yes; Janice Marshall, Abstain; Nancy**
- 5 **Roesner, Yes; Susan Bishop, Yes; Bruce Koellner, Yes; Lynn Slaby, Yes.**
- 6 Secretary: Lynn nominated Susan Bishop, second by Sylvia Chinn-Levy.
- 7 **Roll Call: John Duncan, Yes; Sylvia Chinn-Levy, Yes; Janice Marshall, Yes; Nancy**
- 8 **Roesner, Yes; Susan Bishop, Abstain; Bruce Koellner, Yes; Lynn Slaby, Yes.**
- 9 **SECRETARY'S REPORT – Approval of Minutes**
- 10 • Sylvia Chinn-Levy moved to approve the November 14, 2019 Regular Meeting Minutes and
- 11 the December 5, 2019 Special Meeting Minutes, second by John Duncan. Motion carried.
- 12 **TREASURER'S REPORT**
- 13 Janice Marshall submitted the 2020 CIC annual budget.
- 14 Bruce Koellner moved to approve, second by Sylvia Chinn-Levy.
- 15 Sylvia Chinn-Levy expressed concern with the money needed for a possible Phase II on
- 16 the Coon property. Janice Marshall addressed concern and clarified budget.
- 17 **Roll Call: John Duncan, Yes; Sylvia Chinn-Levy, Yes; Janice Marshall, Yes, Nancy**
- 18 **Roesner, Yes; Susan Bishop, Yes. Bruce Koellner, Yes, Lynn Slaby, Yes.**
- 19 **VICE PRESIDENT'S REPORT – No report**
- 20 **PRESIDENT'S REPORT - Jessica Vargo**
- 21 Jessica Vargo assumed the duties of the President. Jessica stated the Sub-Committees
- 22 had not been used much in the past but foresees more of a need in this coming year. It
- 23 was recommended that Bruce Koulner select a committee(s).
- 24 Matt Springer will email members redefining committee roles.
- 25 Janice Marshall suggested the need to add a Property Maintenance committee.
- 26 **EXECUTIVE DIRECTOR'S REPORT – Matthew Springer**
- 27 • Matt Springer requested all members sign the 2020 Conflict of Interest Policy.
- 28 Sylvia Chinn-Levy moved approval, second by Janice Marshall.
- 29 • John Duncan moved to authorize the submittal of an invoice for payment from the
- 30 Copley Township Board of Trustees to the Copley CIC in the amount of \$225,000 (per
- 31 BOT Resolution 03-2019) for the year 2020, second by Bruce Koellner.
- 32 **Roll Call: John Duncan, Yes; Sylvia Chinn-Levy, Yes; Janice Marshall, Yes; Nancy**
- 33 **Roesner, Yes; Susan Bishop, Yes; Bruce Koellner, Yes; Lynn Slaby, Yes.**
- 34 • Janice Marshall moved to approve the utilization of MacGregor & Broemsen, CPA for
- 35 accounting and tax services at an hourly rate of \$80 for 2020 and to authorize the
- 36 execution of the engagement letter, second by Susan Bishop.
- 37 **Roll Call: John Duncan, Yes; Sylvia Chinn-Levy, Yes; Janice Marshall, Yes; Nancy**
- 38 **Roesner, Yes; Susan Bishop, Yes; Bruce Koellner, Yes; Lynn Slaby, Yes.**

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1 • Lynn Slaby moved to approve the utilization of legal services rendered in 2020 and to
2 authorize the execution of an agreement letter with Attorney Ralph Waszak, Jr. of Stark
3 & Knoll Co., LPA: \$260/hour. Waszak was initially engaged for real estate transactions
4 and has done a good job.

5 Janice Marshall stated that this agreement letter does not preclude using Attorney TJ
6 Weyls of WP+C, LLC: \$250/hour for other needs.

7 **Roll Call: John Duncan, Yes; Sylvia Chinn-Levy, Yes; Janice Marshall, Abstain; Nancy**
8 **Roesner, Yes; Susan Bishop, Yes; Bruce Koellner, Yes; Lynn Slaby, Yes.**

9 • Matt Springer asked retroactive approval for a change-order associated with 1463 S.
10 Cleve-Mass Rd. and the repair of a cracked sanitary sewer stack. Repair has already
11 occurred by TankPro at a cost of \$1,250. Unanimous email approval had been received.

12 Bruce Koellner moved, second by John Duncan.

13 **Roll Call: John Duncan, Yes; Sylvia Chinn-Levy, Yes; Janice Marshall, Yes; Nancy**
14 **Roesner, Yes; Susan Bishop, Yes; Bruce Koellner, Yes; Lynn Slaby, Yes.**

15 • Janice Marshall moved for approval to utilize 3610 Clothing Company for the creation of a
16 logo, business cards and letterhead for communication, branding and future correspondence
17 associated with the CIC. Cost not to exceed \$1,500, second Susan Bishop.

18 Sylvia Chinn-Levy asked if 4 to 6 designs would be submitted. Matt Springer indicated that
19 was correct.

20 **Roll Call: John Duncan, Yes; Sylvia Chinn-Levy, Yes; Janice Marshall, Yes; Nancy**
21 **Roesner, Yes; Susan Bishop, Yes; Bruce Koellner, Yes; Lynn Slaby, Yes.**

22 • Janice Marshall moved to approve the construction of a Gateway Sign (Rt. 18/Miller Farm
23 Platform Sign) by Bricker Construction: \$8,850 (includes solid cedar wood and
24 installation) with the Board of Trustees matching the cost 50/50, second by Sylvia Chinn-
25 Levy.

26 **Roll Call: John Duncan, Yes; Sylvia Chinn-Levy, Yes; Janice Marshall, Yes; Nancy**
27 **Roesner, Yes; Susan Bishop, Yes; Bruce Koellner, Abstain; Lynn Slaby, Yes.**

28 • Janice Marshall moved to approve the fabrication of a 3/4" thick single sided composite
29 sheet measuring 54" by 84" sign from PlasTEAK at a cost of \$ 945 and to be used in the
30 Gateway Sign located along Rt. 18/Medina Rd with the Board of Trustees matching the
31 cost 50/50, second by John Duncan.

32 Jessica Vargo questioned the need for a resolution at this cost.

33 **Roll Call: John Duncan, Yes; Sylvia Chinn-Levy, Yes; Janice Marshall, Yes; Nancy**
34 **Roesner, Yes; Susan Bishop, Yes; Bruce Koellner, Abstain; Lynn Slaby, Yes.**

35 • Bruce Koellner moved to accept the RFP – Copley Square Mixed Use District by
36 Environmental Design Group (EDG), second by Susan Bishop.

37 • Copley Square:
38 \$13,860
39 • Supplemental Study Area:
40 \$4,975
41 • TOTAL COST:
42 \$18,835

43 Sylvia Chinn-Levy questioned the need for an inventory of the area as the information is
44 already available. Matt Springer agreed and that the CIC could potentially save on costs by
45 eliminating this aspect of the proposal.

46 Lynn Slaby questioned whether there is a present zoning analysis in place.

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- 1 Bruce Koellner stated that he feels working with EDG will be an asset for both the CIC and
2 the trustees as the work will compliment each other.
- 3 Matt Springer stated that this will likely be a two stage process to determine where the
4 market is and that the CIC and Trustees will need to work together.
- 5 Susan Bishop questioned whether or not the bid process should be put out again as EDG
6 was the only respondent to the first request.
- 7 Janice Marshall stated that she would like to see additional proposals.
- 8 Lynn Slaby suggested that the motion be tabled at this time.
- 9 Bruce Koellner withdrew his motion.
- 10 No further action will be taken on this until Matt Springer reaches out to three additional
11 design groups and has more information/bids.
- 12 • Matt Springer shared a status update of two CIC properties.
- 13 • 1475 S. Cleve-Mass Rd. Residential Tenants are in and monthly rents have been
14 paid.
- 15 • 1463 S. Cleve-Mass Rd. Work has been completed at the site. Tenants are in the
16 process of moving in. Official opening of The Sassy Sunflower will be February 14th
17 at 7:00. All CIC members are invited.
- 18 • Matt Springer requested discussion of Overlay Districts and grant assistance for small
19 businesses needing to comply with architectural sign requirements.
- 20 Sylvia Chinn-Levy suggested we reach out for more information from other communities.
- 21 Lynn Slaby reiterated that the priorities of the CIC must be determined and that all projects
22 must be vetted.
- 23 Jessica Vargo recommended the addition of a grant committee.
- 24 **EXECUTIVE SESSION**
- 25 At 7:40 Matt Springer asked for an executive session to discuss land acquisition and
26 potential contracts. Sylvia Chinn-Levy moved, second by Janice Marshall.
- 27 **Roll Call: John Duncan, Yes; Sylvia Chinn-Levy, Yes; Janice Marshall, Yes; Nancy**
28 **Roesner, Yes; Susan Bishop, Yes; Lynn Slaby, Yes.**
- 29 At 7:55 Susan Bishop moved to go public, second by Janice Marshall.
- 30 **Roll Call: John Duncan, Yes; Sylvia Chinn-Levy, Yes; Janice Marshall, Yes; Nancy**
31 **Roesner, Yes; Susan Bishop, Yes; Lynn Slaby, Yes.**
- 32 **NEW BUSINESS**
- 33 With no further business to come before the board, Jessica Vargo called for a motion to
34 adjourn at 8:00pm. Motion by Nancy Roesner, second by Susan Bishop.
- 35 Next Meeting date: February 20, 2020 @ 6 PM

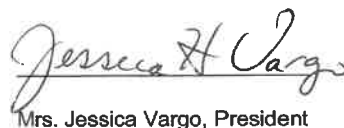
36 Approved By:

Submitted By:

37

38

39


Mrs. Jessica Vargo, President



Mrs. Susan Bishop, Secretary