

# **MINUTES OF A REGULAR MEETING OF THE COUNCIL OF WAITE HILL, OHIO**

**January 13, 2025**

Pursuant to notice given, the Council of the Village of Waite Hill, Ohio, met at the Waite Hill Village Hall on Monday, January 13, 2025. The Council Meeting was called to order at 8:04 a.m., with Mayor Ryan W. Cox presiding.

The following members of Council were present:

Brian Doty	Abby Hiltsley
Sam Knezevic	Karl Scheucher
Richard Steudel	Stephanie Winterer

Also present were Robbi Laps, Clerk-Treasurer, Carl Dondorfer, Police Chief, Bob Haynik, Service Director, and Stephen L. Byron, Law Director.

The Minutes of the Regular Meeting of Council held December 9, 2024 were previously distributed to Council. Ms. Hiltsley moved to approve the Minutes as presented, which motion was seconded by Ms. Winterer.

Roll Call:	Yeas:	Doty, Hiltsley, Knezevic, Scheucher, Steudel, Winterer
	Nays:	None

Motion carried  
Minutes approved

Council then proceeded with the election of the Council President. Ms. Hiltsley nominated Samuel R. Knezevic. There were no other nominations. Mr. Scheucher then moved to close the nominations and unanimously elect Mr. Knezevic as Council President, which motion was seconded by Mr. Steudel.

Roll Call:	Yeas:	Doty, Hiltsley, Scheucher, Steudel, Winterer
	Nays:	None
	Abstain:	Knezevic

Council then proceeded with the election of the Council Vice-President. Mr. Knezevic nominated Karl F. Scheucher. There were no other nominations. Mr. Knezevic then moved to close the nominations and unanimously elect Mr. Scheucher as Council Vice-President, which motion was seconded by Mr. Doty.

Roll Call:	Yeas:	Doty, Hiltsley, Knezevic, Steudel, Winterer
	Nays:	None
	Abstain:	Scheucher

Mr. Scheucher nominated Abby Hiltsley to serve as Council's Representative to the Planning and Zoning Commission and the Architectural Board of Review. There were no other nominations. Mr. Scheucher then moved to close the nominations and have Ms. Hiltsley unanimously elected to serve as Council's Representative on the Planning and Zoning Commission and the Architectural Board of Review, which motion was seconded by Mr. Knezevic.

Roll Call: Yeas: Doty, Hiltsley, Knezevic, Scheucher, Steudel, Winterer  
Nays: None  
Abstain: Hiltsley

Motion carried, Council's  
Representative to the Planning and  
Zoning Commission and Architectural Board of  
Review Elected

**Resolution No. 2025-1** - "A Resolution authorizing and directing the payment of certain sums" was read. After discussion, Mr. Steudel moved that Resolution No. 2025-1 be adopted as read, which motion was seconded by Ms. Winterer.

Roll Call: Yeas: Doty, Hiltsley, Knezevic, Scheucher, Steudel, Winterer  
Nays: None

Motion carried  
Resolution No. 2025-1 adopted

**Ordinance No. 2025-1** - "An Ordinance authorizing the Mayor to enter into an Agreement with Stephen L. Byron and Singerman, Mills, Desberg & Kauntz, Co., L.P.A., for legal services beginning January 1, 2025 and ending December 31, 2025, confirming the appointment of Stephen L. Byron as Law Director, and declaring an emergency" was read for the first time. After discussion, Mr. Steudel moved to suspend the rule which requires that Ordinances be read on three different days, which motion was seconded by Ms. Winterer.

Roll Call: Yeas: Doty, Hiltsley, Knezevic, Scheucher, Steudel, Winterer  
Nays: None

Motion carried  
Rule suspended

After discussion, Mr. Scheucher then moved that the Ordinance be adopted, which motion was seconded by Mr. Knezevic.

Roll Call: Yeas: Doty, Hiltsley, Knezevic, Scheucher, Steudel, Winterer  
Nays: None

Motion carried  
Ordinance No. 2025-1 adopted

**Ordinance No. 2025-2** - "An Ordinance confirming the appointment of Richard J. Perez as Assistant Law Director and Prosecutor for the Village, providing compensation for the Assistant Law Director and Prosecutor, repealing certain Ordinances, and declaring an emergency" was read for the first time. After discussion, Mr. Steudel moved to suspend the rule which requires that Ordinances be read on three different days, which motion was seconded by Ms. Winterer.

Roll Call: Yeas: Doty, Hiltsley, Knezevic, Scheucher, Steudel, Winterer  
Nays: None

Motion carried  
Rule suspended

After discussion, Ms. Hiltsley then moved that the Ordinance be adopted, which motion was seconded by Mr. Steudel.

Roll Call: Yeas: Doty, Hiltsley, Knezevic, Scheucher, Steudel, Winterer  
Nays: None

Motion carried  
Ordinance No. 2025-2 adopted

**Ordinance No. 2025-3** - “An Ordinance amending the annual appropriation Ordinance of the Village of Waite Hill to change certain appropriations for the fiscal year ending December 31, 2024, repealing certain Ordinances, and declaring an emergency” was read for the first time. After discussion, Mr. Doty moved to suspend the rule which requires that Ordinances be read on three different days, which motion was seconded by Mr. Steudel.

Roll Call: Yeas: Doty, Hiltsley, Knezevic, Scheucher, Steudel, Winterer  
Nays: None

Motion carried  
Rule suspended

After discussion, Mr. Scheucher then moved that the Ordinance be adopted, which motion was seconded by Mr. Knezevic.

Roll Call: Yeas: Doty, Hiltsley, Knezevic, Scheucher, Steudel, Winterer  
Nays: None

Motion carried  
Ordinance No. 2025-3 adopted

**Ordinance No. 2025-4** - “An Ordinance providing compensation for employees of the Village of Waite Hill, and declaring an emergency” was read for the first time. After discussion, Mr. Steudel moved to suspend the rule which requires that Ordinances be read on three different days, which motion was seconded by Ms. Winterer.

Roll Call: Yeas: Doty, Hiltsley, Knezevic, Scheucher, Steudel, Winterer  
Nays: None

Motion carried  
Rule suspended

After discussion, Mr. Knezevic then moved that the Ordinance be adopted, which motion was seconded by Ms. Hiltsley.

Roll Call: Yeas: Doty, Hiltsley, Knezevic, Scheucher, Steudel, Winterer  
Nays: None

Motion carried  
Ordinance No. 2025-4 adopted

**Ordinance No. 2025-5** - “An Ordinance providing additional compensation for employees of the Village of Waite Hill for quality services rendered in the year 2024, and declaring an emergency” was read for the first time. After discussion, Ms. Hiltsley moved to suspend the rule which requires that Ordinances be read on three different days, which motion was seconded by Ms. Winterer.

Roll Call: Yeas: Doty, Hiltsley, Knezevic, Scheucher, Steudel, Winterer  
Nays: None

Motion carried  
Rule suspended

After discussion, Ms. Winterer then moved that the Ordinance be adopted, which motion was seconded by Mr. Scheucher.

Roll Call: Yeas: Doty, Hiltsley, Knezevic, Scheucher, Steudel, Winterer  
Nays: None

Motion carried  
Ordinance No. 2025-5 adopted

**Ordinance No. 2025-6** - “An Ordinance approving the adjustment of the boundary lines separating the Village of Waite Hill and the City of Willoughby by mutual consent and directing the processing of the boundary adjustment.” was read for the first time. After discussion, Ms. Winterer moved to suspend the rule which requires that Ordinances be read on three different days, which motion was seconded by Mr. Steudel.

Roll Call: Yeas: Doty, Hiltsley, Knezevic, Scheucher, Steudel, Winterer  
Nays: None

Motion carried  
Rule suspended

After discussion, Mr. Knezevic then moved that the Ordinance be adopted, which motion was seconded by Mr. Steudel.

Roll Call: Yeas: Doty, Hiltsley, Knezevic, Scheucher, Steudel, Winterer  
Nays: None

Motion carried  
Ordinance No. 2025-6 adopted

After discussion, Ms. Hiltsley moved to confirm the re-appointment of Ken Dery to the Planning and Zoning Commission and the Architectural Board of Review, for a term expiring December 31, 2027, which motion was seconded by Mr. Steudel.

Roll Call: Yeas: Doty, Hiltsley, Knezevic, Scheucher, Steudel, Winterer

Nays: None

Motion carried

Re-appointment confirmed

After discussion, Mr. Scheucher moved to confirm the re-appointment of Adam Bowden as a member of the Board of Zoning Appeals, for a term expiring December 31, 2029, which motion was seconded by Ms. Winterer.

Roll Call: Yeas: Doty, Hiltsley, Knezevic, Scheucher, Steudel, Winterer  
Nays: None

Motion carried

Re-appointment confirmed

After discussion, Mr. Scheucher moved to confirm the Mayor's appointment of Bowman Beeman, Meg Hackett, Mike Miracle, Carbery O'Brien, Greg Sommers, Gloria Wright and Stephanie Gale Winterer, as Chairperson to serve on the 2025 Charter Review Commission for the Village of Waite Hill, which motion was seconded by Mr. Steudel.

Roll Call: Yeas: Doty, Hiltsley, Knezevic, Scheucher, Steudel, Winterer  
Nays: None

Motion carried

Appointments confirmed

Ms. Bowden, Chair of the Communication and Community Outreach Committee, was not in attendance, and no report was distributed.

Mr. Scheucher reported on the Finance Committee meeting and a copy of the report for the month is appended hereto and incorporated in these Minutes by reference.

Ms. Hiltsley, reporting on behalf of the Planning and Zoning Commission and Architectural Board of Review, reported that the altered plans regarding roof issues for a new home on Eagle Road have been approved. A change of windows, however, was not approved and will be further addressed at the January 2025 meeting. There was discussion regarding limiting the numbers for accessory buildings, which are currently only limited by the amount of acreage that a property has (a property may have accessory buildings up to the limit of one percent (1%) of the acreage).

Ms. Winterer deferred to Chief Dondorfer, reporting for the Safety Committee. The Chief noted that it had been a quiet month and briefly discussed the Police Department's activities denoted in the report. Continuing professional training for Officers will be 24 hours in 2025. On behalf of the employees, the Chief thanked the residents of the Village for the additional compensation. The WENS (Wireless Emergency Notification System) has generated positive feedback. New portable radios are coming in, and the evidence locker is being upgraded. The Mayor thanked the Chief for hosting the Mayor's daughter and her third grade class.

Mr. Doty, as Chair of the Service Committee, deferred to Service Director Haynik for a report. Mr. Haynik stated that since it has been snowing nearly every day, there is the possibility of running out of salt. The sink-hole on Metcalf Road has been repaired at a cost of \$2,400. Tree work in the cemetery has begun. The truck bed build has not happened, there is concern that the original vendor that had agreed to do the work is going out of business.

Mayor Cox reported that the Fire/EMS contract with the City of Willoughby Hills is being renegotiated. The Village stopped paying CPI increases in 2020 and will be paying those increases in a lump sum of approximately \$27,000. There were about seventy (70) calls per year, only forty-six (46) of which involved a vehicle from Willoughby Hills actually coming to the Village. There may also be a capital contribution from the Village to the City. Council would need to approve the new agreement, once it is finalized. The Mayor also reported that negotiations with cell phone tower providers are ongoing.

There being no further matters to come before Council, Mr. Scheucher moved to adjourn the meeting, which motion was seconded by Mr. Doty.

Roll Call: Yeas: Doty, Hiltzley, Knezevic, Scheucher, Steudel, Winterer  
Nays: None

Motion carried  
Meeting adjourned at 9:34 a.m.

Respectfully submitted,

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Ryan W. Cox, Mayor

APPROVED: \_\_\_\_\_, 2025

ATTEST: \_\_\_\_\_  
Robbi Laps, Clerk-Treasurer



January 13, 2025

# Finance Committee Report – January 13, 2025, Meeting

The Committee executed its standard agenda approving the November meeting minutes.

The Auditor’s Schedule A was received. Property tax revenue projection for 2025 is \$1,377,497 increasing approximately 28% and \$300k over 2024 revenue.

Local Government Fund revenue for 2024 finished at \$170,220, \$7,374 behind 2023.

Interest income for 2024 totaled \$198,615, \$32,066 ahead of 2023.

Total revenue for 2024 was \$1,641,051, \$96,574 more than 2023.

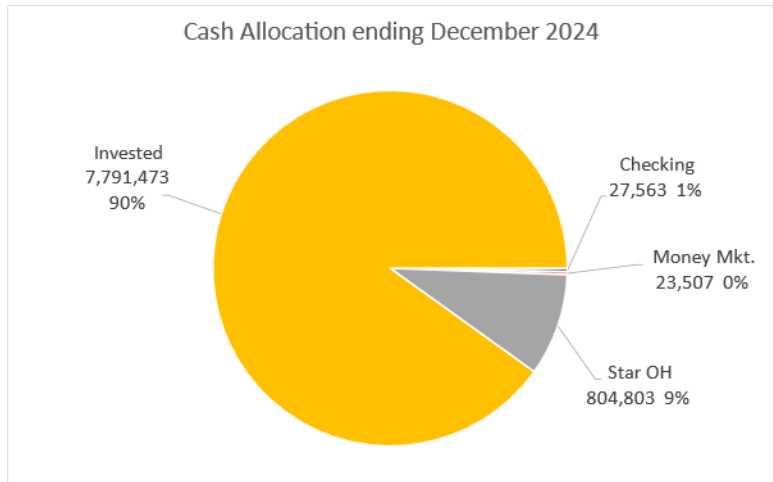
Total expense for 2024 was \$1,990,492, \$155,496 more than 2023, the Mack Truck balance (\$135,704) representing the predominant expense increase.

Total funds at year end 2024 were \$8,647,346 decreasing \$248,014 compared to total funds at the end of 2023. Note, the projected increase in property tax revenue in 2025 could substantially offset the typical decline experienced in prior years.

Total fund trajectory estimates December 2019 to have been \$9,912,326 vs. the December 2029 projection to be \$8,245,940, a decline of \$1,666,386 over 10 years, said decline averaging \$166,639 per year, an average decline of -2.02% per year. While the total funds trajectory is flattening from decline in decline rate, the General Fund trajectory is now predicting a decreasing balance in the years ahead. See Funds Forecast graphic.

As of December 2024, funds are allocated as follows:

Total funds	8,647,346
Checking	34,532
Checks outstanding	(6,968)
Deposits outstanding	-
Star OH	804,803
Money Market	23,507
Invested	7,791,473
Total Check	8,647,346

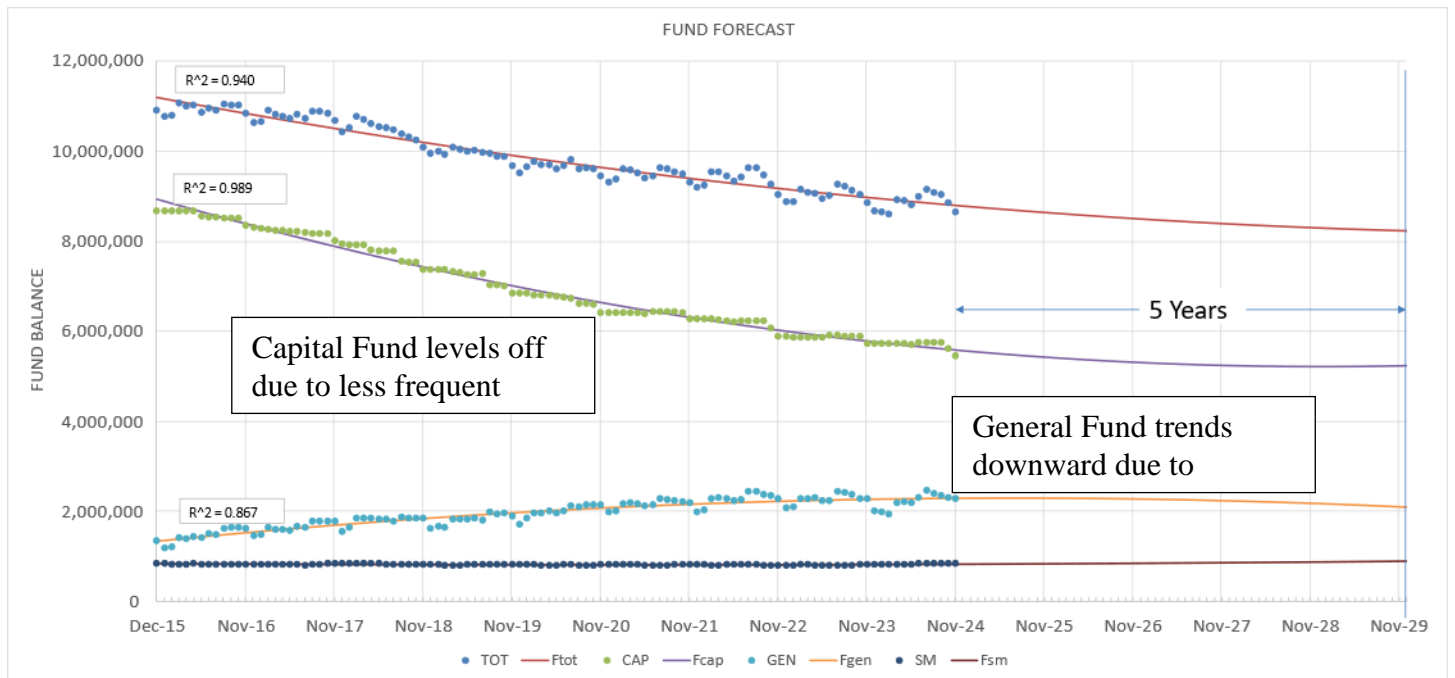


Fund balances were as follows:

Fund	NOV 2024	DEC 2024	Change
GENERAL	2,304,442	2,273,568	(30,874)
STREET MAIN	849,879	853,345	3,467
MAIN LICENSE	3,986	4,312	326
CAPITAL	5,626,921	5,456,717	(170,204)
POLICE PENSION	27,386	18,086	(9,300)
LAW ENFORCEME	560	560	0
DRUG FINES	150	150	0
POL.PROF.TRNG.	4,721	4,721	0
NOPEC	1,860	1,860	0
AMER. RESCUE PL	47,852	(0)	(47,852)
POL,FIRE,EMS,SEF	34,027	34,027	0
Totals	8,901,783	8,647,346	(254,437)

Star Ohio annualized yield as of 12/6/2024 was 4.52% ↓ down from 4.97% with average days to maturity of 25.9 ↑ up from 24.9 (yield decreased and longevity increased slightly since last month).

Note, for 2025, there will be an annual increase in the Willoughby Hills fire contract in the amount of \$13,176 and a nonrecurring true-up charge of \$26,420 (an overall increase in fire costs of approximately \$40k in 2025).



Funds forecast showing notable, evolving trends in Capital versus General Funds.

End of report, respectfully submitted, Karl Scheucher, Waite Hill Council, Finance Committee Chairperson