

1. Agenda

Documents:

[2026.01.07 COUNCIL AGENDA.PDF](#)

2. Minutes - December 17, 2025

Documents:

[2025.12.17 COUNCIL MINUTES.PDF](#)

**AGENDA OF BUSINESS
REGULAR MEETING OF COUNCIL
SUNBURY, OHIO
January 7, 2026 at 7:30 P.M.**

SILENT PRAYER & PLEDGE OF ALLEGIANCE

Oaths of Office – Administered by Mayor Joe St. John

- Damin Cappel, City Council
- Nancy Crawford, City Council
- Tim Gose, City Council
- John Grumney, City Council
- Marc Long, City Council (partial term ending December 31, 2027)

ROLL CALL: Mr. Damin Cappel, Mrs. Cindi Cooper, Ms. Nancy Crawford, Mr. Tim Gose, Mr. John Grumney, Mr. Marc Long, and Mr. Joseph St. John.

MINUTES:

- December 17, 2025 Meeting Minutes

VISITORS

COMMITTEE REPORTS

POLICE REPORT

ADMINISTRATOR’S REPORT

ENGINEER’S REPORT

RESOLUTIONS

Third Readings

Second Readings

RESOLUTION 2025.30

A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO PREPARE AND SUBMIT A GRANT APPLICATION TO THE OHIO DEPARTMENT OF TRANSPORTATION TO DEVELOP A SAFE ROUTES TO SCHOOL TRAVEL PLAN AND TO EXECUTE CONTRACTS AS REQUIRED

First Readings

RESOLUTION 2026.01

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT FOR THE MAINTENANCE OF A SEGMENT OF 3Bs AND K ROAD FROM US36/3R37 TO CHESHIRE ROAD

RESOLUTION 2026.02

A RESOLUTION TO ESTABLISH A CYBERSECURITY POLICY FOR THE CITY OF SUNBURY

**AGENDA OF BUSINESS
REGULAR MEETING OF COUNCIL
SUNBURY, OHIO
January 7, 2026 at 7:30 P.M.**

ORDINANCES

Third Readings

ORDINANCE NO. 2025.36

AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A TAX INCREMENT FINANCING REIMBURSEMENT AGREEMENT WITH SUNBURY DEVELOPMENT, LLC

Second Readings

ORDINANCE NO. 2025.38

AN ORDINANCE AMENDING THE SOUTHERN BOUNDARY LANDSCAPE SCREENING PLAN FOR AN APPROVED PLANNED COMMERCIAL AREA DEVELOPMENT PLAN FOR THE MEADOWS AT SUNBURY APARTMENTS LOCATED AT 400 OVERLAND DRIVE, SUNBURY, OHIO.

First Readings

ORDINANCE NO. 2026.03

AN ORDINANCE AWARDED THE CONTRACT FOR JR SMITH PARK IMPROVEMENTS TO 2K GENERAL COMPANY, INC. OF DELAWARE COUNTY AND DECLARING AN EMERGENCY

ORDINANCE 2026.04

AN ORDINANCE APPROVING THE COMMERCIAL SITE PLAN AND BUILDING APPLICATION OF UNITED DAIRY FARMERS FOR THE REDEVELOPMENT OF A NEW CONVENIENCE STORE AND FUELING STATION TO BE LOCATED AT 303 W. GRANVILLE STREET.

NEW / UNFINISHED BUSINESS

- City Council Rules for 2026
- City Council and Public Board Appointments
 - i. Executive Session per ORC 121.22(G)(1) – to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public official or employee.
- Return to public session and consider appointments.
 - i. Selection of City Council President
 - ii. Board of Zoning Appeals – Appointment
 - iii. New Community Authority - Appointments

**AGENDA OF BUSINESS
REGULAR MEETING OF COUNCIL
SUNBURY, OHIO
January 7, 2026 at 7:30 P.M.**

ADJOURNMENT

- Regular Meeting – January 21, 2026 at 7:30 pm

**City of Sunbury
Regular Council Minutes
December 17, 2025**

Mayor Joe St. John opened the Sunbury City Council (“Council”) meeting at 7:30 p.m., December 17, 2025, with a moment of silent prayer and then the Pledge of Allegiance.

ROLL CALL

Those answering roll call: Molly Drayer, Cindi Cooper, Dave Martin, Damin Cappel, Tim Gose, John Grumney, and Joseph St. John. Other staff in attendance included City Administrator Daryl Hennessy, Legal Counsel Dave Brehm, Clerk of Council Alyssa Graziano, and Deputy Police Chief Shawn Wade.

MINUTES

Motion by **Cooper** and seconded by **Martin** to approve the December 3, 2025, regular meeting minutes. Upon roll, 7 yeas; the minutes were approved.

VISITORS

There were no visitors who wished to speak to Council.

COMMITTEE REPORTS

Mr. Grumney stated that the Finance Committee met this evening, where Ms. Steffan reviewed several key items, including the 2026 budget and upcoming capital projects. The committee also discussed the third reading of the wage and salary ordinance. He also mentioned that the cybersecurity program is expected to be completed in January 2026. The meeting concluded with a review of year-to-date financial reports, including revenues, expenses, the check register, and tax collections.

Mr. Martin highlighted the Fire Department Employee Appreciation Banquet, noting that everyone had a tremendous time and that the event had a wonderful family atmosphere. He also reported that the regular Fire Board meeting went smoothly, with finances in good shape and the board managing business very effectively. The second building remains on track to open in March 2026, with the Fire Chief and Assistant Fire Chief closely overseeing the contractors to ensure the project stays on schedule. Mr. Gose stated that there was a special Fire Board meeting that was held earlier in the month, but it immediately went into executive session.

POLICE REPORT

Deputy Police Chief Wade reported that recent Christmas party received overwhelmingly positive feedback. He highlighted community engagement efforts, including Officer Belcher’s participation in the “Shop with a Cop” program, as well as officers’ involvement in Operation Santa’s Sleigh at Nationwide Children’s Hospital. On the training front, Sergeant Meade is enrolled in the upcoming leadership development class, following the recent completion of the program by Sergeant Meacham and Sergeant Holden. Once completed, all three sergeants will have participated in this important leadership training.

ADMINISTRATOR’S REPORT

Mr. Hennessy thanked everyone who assisted with Christmas on the Square, noting that it was a safe and successful event. Regarding snow and ice management, he noted that the recent storm was the most significant to date, and while the team learned lessons for future events, communication with residents about parking could have been improved. Mr. Hennessy also highlighted that the Services team is now maintaining 76 lane miles of roadway, up from the previous estimate of 60 miles. He concluded by thanking the team for their hard work and welcoming any suggestions for further improvements.

ENGINEER’S REPORT

Ms. Odebralski reported that the long-awaited bid opening for J.R. Smith Park was held on December 12th with three bidders, and the low bid of \$3.57 million came in remarkably close to the engineer’s estimate of

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just over \$3.55 million. All bids, including base and alternate bids, were reviewed for accuracy, and Verdantas, the design team, will provide a recommendation to award the contract, which is planned to go before council in January 2026. She also noted that winter weather has delayed some projects, including the corner parking lot, with completion and striping dependent on favorable conditions. Additionally, the Delco Water Company's waterline project on Cherry Street has been delayed for three to four weeks, with installation and service expected to be completed by the end of January 2026.

RESOLUTIONS

RESOLUTION NO. 2025.28

RESOLUTION ACCEPTING THE ROADWAY SAFETY ACTION PLAN: SAFE STREETS AND ROADS FOR ALL PRESENTED BY VERDANTAS AND DIRECTING CITY STAFF TO WORK TOWARD IMPLEMENTING THE PLAN

Motion on the Resolution by **Cappel**, seconded by **Gose**, upon roll approved 7-0.

RESOLUTION 2025.30

A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO PREPARE AND SUBMIT A GRANT APPLICATION TO THE OHIO DEPARTMENT OF TRANSPORTATION TO DEVELOP A SAFE ROUTES TO SCHOOL TRAVEL PLAN AND TO EXECUTE CONTRACTS AS REQUIRED

Council conducted the first reading of the Resolution.

ORDINANCES

ORDINANCE NO. 2025.35

AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO ACCEPT A RIGHT OF WAY EASEMENT FROM SUNBURY DEVELOPMENT LLC TO THE CITY OF SUNBURY AND DECLARING AN EMERGENCY

Motion on the Emergency by **Grumney**, seconded by **St. John**, upon roll approved 7-0.

Motion on the Ordinance by **Grumney**, seconded by **Drayer**, upon roll approved 7-0.

ORDINANCE 2026.01

AN ORDINANCE TO APPROVE EXPENSES AND OTHER EXPENDITURES OF THE CITY OF SUNBURY, DELAWARE COUNTY, STATE OF OHIO, DURING THE FISCAL YEAR BEGINNING JANUARY 1, 2026 AND ENDING DECEMBER 31, 2026

Motion on the Ordinance by **Martin**, seconded by **Gose**, upon roll approved 7-0.

ORDINANCE NO. 2026.02

AN ORDINANCE ADOPTING WAGE AND SALARY STRUCTURES FOR THE CITY OF SUNBURY FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2026

Motion on the Ordinance by **St. John**, seconded by **Grumney**, upon roll approved 7-0.

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ORDINANCE NO. 2025.36

AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A TAX INCREMENT FINANCING REIMBURSEMENT AGREEMENT WITH SUNBURY DEVELOPMENT, LLC

Council conducted the second reading of the Ordinance.

ORDINANCE NO. 2025.37

AN ORDINANCE DECLARING THE IMPROVEMENT TO A CERTAIN PARCEL OF REAL PROPERTY TO BE A PUBLIC PURPOSE AND EXEMPT FROM TAXATION; ESTABLISHING A MUNICIPAL PUBLIC IMPROVEMENT TAX INCREMENT EQUIVALENT FUND AND PROVIDING FOR THE COLLECTION AND DEPOSIT OF SERVICE PAYMENTS INTO THAT FUND; SPECIFYING THE PUBLIC INFRASTRUCTURE IMPROVEMENTS DIRECTLY BENEFITING THE PARCEL; AND DECLARING AN EMERGENCY.

Motion to Suspend the Rules by **Cooper**, seconded by **St. John**, upon roll approved 7-0.

Motion on the Emergency by **Cooper**, seconded by **St. John**, upon roll approved 7-0.

Motion on the Ordinance by **Cooper**, seconded by **St. John**, upon roll approved 7-0.

ORDINANCE NO. 2025.38

AN ORDINANCE AMENDING THE SOUTHERN BOUNDARY LANDSCAPE SCREENING PLAN FOR AN APPROVED PLANNED COMMERCIAL AREA DEVELOPMENT PLAN FOR THE MEADOWS AT SUNBURY APARTMENTS LOCATED AT 400 OVERLAND DRIVE, SUNBURY, OHIO.

Council conducted the second reading of the Ordinance.

NEW / UNFINISHED BUSINESS

Motion by **St. John** to appoint Alyssa Graziano as an alternate Clerk of Council, seconded by **Martin**, upon roll approved 7-0

Motion by **Cooper** to approve the Special Event Permit Policy and Rental Policy, seconded by **Cappel**, upon roll approved 7-0.

Motion by **St. John** to cancel the December 31, 2025, council meeting, seconded by **Gose**, upon roll approved 6-1 (Drayer no).

Mayor St. John read a proclamation declaring December 17, 2025, Dave Martin Appreciation Day in Sunbury, Ohio. He highlighted Mr. Martin's extensive dedication to the residents of Sunbury and the surrounding area through his decades long career in public service, community involvement, and civic leadership. Mayor St. John then presented Mr. Martin the key to the city and thanked him for his support of our community.

Motion by **St. John** to enter into executive session, seconded by **Cooper**, upon roll approved 7-0.

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Motion by **St. John** to reconvene in public session, seconded by **Grumney**, upon roll approved 7-0.
Motion by **St. John** to appoint Marc Long to City Council to fill the remainder of Molly Drayer's term ending December 31, 2027, seconded by **Cooper**, upon roll approved 6-0-1.

Motion by **St. John** to appoint Shannon Stark to the Planning and Zoning Commission, Keith Palma to the Planning and Zoning Commission, Kurt Shrewsbury to the Board of Zoning Appeals, Barry Bennett to the Board of Zoning Appeals, Jody Grieger to the Joint Recreation District, and Amy Berger to the Personnel Board of Appeals, seconded by **Cooper**, upon roll approved 7-0.

ADJOURNMENT

There being no further business for the Council, **Martin** moved to adjourn. The motion was seconded by **Gose**. Upon roll approved 7-0.

Joseph St. John, Mayor

ATTEST:

Alyssa Graziano, Clerk of Council